



## BACKGROUND EVALUATION METHODOLOGIES

2010

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2010 Background Methodology  
by Arch/Diocese/Eparchy**

<u>Arch/Diocese/Eparchy</u>	<u>Safe Environment Coordinator</u>	<u>Background Methodology</u>
Albany, NY	Teresa Rodrigues  Joyce Tarantino	ChoicePoint, Intercoastal Research, New York State teacher screening.
Alexandria, LA	Mrs. Pamela Delrie, Coordinator, Safe Environment Office <a href="mailto:pdelrie@diocesealex.org">pdelrie@diocesealex.org</a> (318)445-6424 x 213	Hire Right (formerly USIS--U. S. Investigative Services): for all background screenings. --Includes a 7-year Criminal Record Search; a Sex Offender Search; and a Social Security Confirmation Check. --a MVR or a credit report may be requested, but not without the signed permission of the applicant. Results of Priest and Permanent Deacon background screenings are filed/kept in the Bishop's Office.
Allentown, PA	Sr. Meg Cole, SSJ Coordinator, Safe Environment Programs <a href="mailto:Mcole@allentowndiocese.org">Mcole@allentowndiocese.org</a> 610-289-8900, ext. 222  Msgr. Gerald E. Gobitas Kelly C. Bruce Barbara Amabile	Diocese uses Hire Right (formerly USIS). Checks are also done with a state abuse registry. The state check is not done on the volunteers.
Altoona-Johnstown, PA	Sister Donna Leiden, SC Director Protecting God's Children <a href="mailto:dleiden@dioceseaj.org">dleiden@dioceseaj.org</a> 814-695-5579	The Diocese of Altoona-Johnstown uses Hire Right (formally known as USIS) to conduct background checks on priests, deacons and candidates for ordination. This check includes a national sex offender check, an FBI check, a national criminal check, a national child abuse check. The Hire Right checks are redone every three years.
Amarillo, TX	Sr. Janet Abbacchi, Director of Faith Formation <a href="mailto:jabbacchi@amarillodiocese.org">jabbacchi@amarillodiocese.org</a>	Austin Computing Solutions does checks of Texas Criminal Records and Sex Offender lists. They also do a limited national check in both of those areas.

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	806-383-2243 Ext. 113  Rev. Robert Busch Superintendent of Catholic Schools) <a href="mailto:rbusch@dioama.org">rbusch@dioama.org</a>	
Anchorage, AK	Sr. Jacqueline Stoll, OP Archdiocesan Safe Environment Director <a href="mailto:jstoll@caa-ak.org">jstoll@caa-ak.org</a> 907-297-7736	Done by PINNACLE and they include criminal history, social security trace, alias and maiden name research, federal court criminal check and nationwide sex offender check.
Arlington, VA	Rev. Terry Specht Director of Office of Child and Youth Protection <a href="mailto:t.specht@arlingtondiocese.org">t.specht@arlingtondiocese.org</a> 703-841-2529	The diocese has all priests, deacons, seminarians, educators and employees fingerprinted by the State of Virginia. The state however does not give many facts if charges are found, and it can take up to 3 months for results. The state results are qualified or not qualified. Because of this lack of information, the diocese uses a private investigative firm, Southeastern Security, to do more in-depth checks on “unqualified” results. Volunteers are not fingerprinted but are checked through Southeastern Security. The diocese checks all adults through the Central Registry of Virginia Social Services for any child abuse cases.
Atlanta, GA	Jennifer Broel Director, Safe Environment <a href="mailto:jbroel@archatl.com">jbroel@archatl.com</a> 404-978-2765	<b>FOR ALL EMPLOYEES AND CLERGY</b> A Background Consent Form is provided to the candidate before he/she is hired. This form is then submitted to <b><u>Verifications, Inc.</u></b> to perform a domestic background screen that includes the following: <ul style="list-style-type: none"> <li>• national criminal</li> <li>• sex offender</li> <li>• social security check</li> <li>• driving record (Only for those that would be drivers)</li> <li>• Credit Check (Only for those who deal with money)</li> </ul>

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		<ul style="list-style-type: none"> <li>Education/Professional License check (applies to all license teachers and principals)</li> </ul> <p>Once the background screening results come in, it is determined if the individual is qualified to be hired.</p> <p><b>FOR VOLUNTEERS</b> (<i>required having a background screen in file</i>) A Background Consent Form is provided to the candidate before he/she starts volunteering at the parish/school. This form is then submitted to <b><u>Volunteer Select (LexisNexis)</u></b> to perform a domestic background screen that includes the following:</p> <ul style="list-style-type: none"> <li>national criminal</li> <li>sex offender</li> <li>social security check</li> <li>driving record (Only for those that would be drivers)</li> </ul> <p>Once the background screening results come in, it is determined if the individual is qualified to be a volunteer.</p>
Austin, TX	Emily C. Hurlimann LCSW <a href="mailto:emily-hurlimann@austindiocese.org">emily-hurlimann@austindiocese.org</a> 512-697-2047	Backgrounds were previously conducted by the Texas Department of Safety. The diocese has now changed to a private investigative agency named “SPIS”. This is a Texas company and name checks are made for Texas criminal records, national criminal records and the sexual abuse registry. Records are kept under lock and key at the parish and diocesan level.
Baltimore, MD	Alison D’Alessandro Director Office of Child & Youth Protection <a href="mailto:adalessandro@archbalt.org">adalessandro@archbalt.org</a> 410-547-5599	For priests, deacons, candidates for ordination, educators, and all employees the Archdiocese has a fingerprint check done through local police departments of the FBI’s CJIS (CJIS – Serves as the focal point and control repository for criminal information, including fingerprints. Fingerprints are submitted to state and FBI to obtain information on the existence and content of a criminal record.). VolunteerSelect is a service created by Choicepoint (now LexisNexis) to screen volunteers. Public record and proprietary databases are searched, including national

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		criminal file, county criminal file, and sex offender registry.
Baton Rouge, LA	Amy J. Cordon VAC and Child Protection Officer <a href="mailto:acordon@diobr.org">acordon@diobr.org</a> 225-242-0202	The Diocese utilizes a private company/service (EAPPS). They in turn provide the Diocese with a program (called Integrated Screening Partners-ISP). Data for individuals are filled out utilizing the ISP data forms (by either Ms. Cordon or her parish coordinators) and electronically sent to EAPPS. A check of both Louisiana and national criminal court records is conducted. Also the Louisiana Sex Offender Registry is checked for Louisiana residents and the Dru Sjodin National Registry is checked for those coming in from outside of Louisiana.
Beaumont, TX	Sr. Esther Dunegan Chancellor <a href="mailto:edunegan@dioceseofbmt.org">edunegan@dioceseofbmt.org</a> 409-924-4304  Fr. Shane Baxter Vocation Director <a href="mailto:sbaxter@dioceseofbmt.org">sbaxter@dioceseofbmt.org</a> 409-924-4361	We utilize a Logos Dashboard on-line personnel database that tracks background screenings (credit, criminal, sex offender, driving) and uses the services of <i>Screening One</i> to do the screenings. In addition, for <u>applicants to the diocese</u> (seminarians, deacon aspirants, extern clergy), these persons fill out various forms to provide personal information, including a "Background Questionnaire" re: convictions. For <u>extern clergy</u> , we also obtain written statements of suitability from their superiors/bishops and follow-up with reference checks. For <u>seminarians and deacon aspirants</u> , we also ask for letters of reference, including a recommendation from their pastors. A Vocations Board assists the Vocation Director with the interview of potential candidates. A Permanent Diaconate Formation Committee assists the Deacon Director with applicants. During their training, we have periodic evaluations of their studies and evaluations from their supervisors and pastors. Before they proceed to a significant stage prior to ordination, we also publish "Banns" in our Catholic newspaper and in parish bulletins and on our diocesan website notifying people of the names of the candidates and requesting individuals

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		to notify us if they have any serious concerns about a candidate's eligibility for ordination.
Belleville, IL	Lynn Muscarello Director of Child Protection Services/VAC <a href="mailto:lmuscarello@diobelle.org">lmuscarello@diobelle.org</a> 618-212-0050, ext. 104	The Diocese utilizes two separate background checks: 1) CANTS—this is an Illinois based check of a data base of sex offenders. All adult groups receive a CANTS check. 2) CI—this is a more thorough criminal background check through the Illinois State Police. All clerics, candidates for ordination, educators, and employees get this check. Only volunteers in leadership positions or volunteers who have not lived in IL for 5 years or more are required to complete criminal background check. The reason the rest of the volunteers don't get this check is a matter of cost. Since either check would comply with the Charter, the more inclusive number (CANTS) is counted here. All school employees hired after July 1, 2007 are now required by the State of IL to undergo a Fingerprint Based Background check.
Biloxi, MS	Very Reverend T. Dominick Fullam  Bragg Moore, Leo Trahan  Michael Ladner,  Sr. Rebecca Rutkowski	Background checks are processed through Volunteer Select Inc., a division of Choice Point. A check is made on all individuals using the State of Mississippi Sex Abuse Registry.
Birmingham, AL	James Warren Director, Human Resources 205-776-7115 <a href="mailto:jwarren@bhmdiocese.org">jwarren@bhmdiocese.org</a>  Donald Schwarzhoff Safe Environment Coordinator	Priests and Deacons are screened through Alabama State Department of Human Resources. Seminarians are screened by their Seminary. Mr. Warren advised he is responsible for the background investigations for clergy, candidates for ordination, Chancery employees, Parish employees and International Priest. Seminarian candidates are conducted by Father Lowe through the Human Resource office. HR uses Alabama Department of



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	<a href="mailto:dschwarzhoff@bhmdiocese.org">dschwarzhoff@bhmdiocese.org</a> 205-838-8301	Human Resources for Priest and Religious which includes State of Alabama and FBI records. All other Backgrounds are through Premier Infosource and include state and national checks based on last address. Files are maintained in a secure locked cabinet with controlled access and computer password protected access.
Bismarck, ND	Joel Melarvie <a href="mailto:jmelarvie@bismarckdiocese.com">jmelarvie@bismarckdiocese.com</a>  Carol Steier <a href="mailto:csteier@bismarckdiocese.com">csteier@bismarckdiocese.com</a>	The diocesan process for background checks consists of each new cleric/teacher/employee/volunteer completing an authorization & release Form for Background Check of Central Registry Index which is sent to Child Protection Services, Dept of Human Services in Bismarck, ND to search their sex offender list which sends the results to Chancellor Melarvie. They also fill out and sign the Authorization & Release for the Procurement of a Consumer Report which is faxed to MYB Inc. in Hendersonville, NC who does a criminal check and sends the results to the Diocese of Bismarck.
Boise, ID	Bob Fontaine, Ed.D. Director of Human Resources/CYAP <a href="mailto:bfontaine@rcdb.org">bfontaine@rcdb.org</a> 208-342-1311 ext. 5155	Following the completion of a waiver form by the applicant, the following checks are conducted – social security validation, national crime check, federal convictions, the Dru Sjodin National Registry (managed by DOJ as a national sex offender resource), and statewide criminal check. Quintana Investigations is hired and uses the Court Check database and does international record checks.
Boston, MA	Ann Lally Director, Office for Background Screening <a href="mailto:Ann_Lally@rcab.org">Ann_Lally@rcab.org</a> 617-746-5840  Robert Kelley Director Office of Child Advocacy	The Archdiocese conducts background checks through the Criminal History Systems Board (CHSB) of the Commonwealth of Massachusetts. The process allows the Archdiocese to receive and review Criminal Offender Record Information (CORI) Reports from the CHSB for all its employees, priests, deacons, educators, and volunteers. Ms. Lally advised that if an individual comes to the Archdiocese from another state, her office will also undertake a background check from that state.

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	<a href="mailto:Bob_Kelley@rcab.org">Bob_Kelley@rcab.org</a> 617-746-5996	(She noted that Massachusetts has provided her office with POCs from other states for any needed background checks.) Ms. Lally advised that the Archdiocese checks everyone annually.
Bridgeport, CT	Louise Stewart-Spagnuolo Director of Human Resources	For Priests, Deacons, Candidates for Ordination, and Diocesan and parish/school employees, the Diocese uses Mind Your Business for background checks. Checks are done at the Chancery. For educators, the Diocese fingerprints the individuals and submits the cards to State law enforcement which undertakes the state and national checks. The Diocese has no policy for providing re-background checks for its adults who have on-going contact with children.
Brooklyn, NY	Deacon Edward S. Gaine Secretary of Human and Information Resources <a href="mailto:egaine@diobrook.org">egaine@diobrook.org</a> 718-219-1081	For Priests, priest candidates for ordination, and volunteers, the diocese uses Lexus Nexus/Choicepoint; For Deacons and deacon candidates for ordination, the diocese uses fingerprint checks of the FBI records. For educators, Diocesan employees, and parish/school employees, the Diocese uses USIS/Hireright for background checks. When the Diocese determined what kind of background checks to under for Deacons, they decided to do fingerprint checks, though more expensive. The decision was in part due to the fact that many of the Deacons were coming into the relatively new program later in life.
Brooklyn, NY St. Maron	Chorbishop Michael G. Thomas Vicar General 718-237-9913	Submission of backgrounds depends on the Latin Rite diocese. For example, in the Diocese of Brooklyn, the Latin Rite diocese handles the submission of the criminal record checks. It only sends a response to the eparchial only parish if there is a record found. The Brooklyn eparchial parish keeps a record of all the requests made to the Latin Rite diocese. In other dioceses the record is sent back to the requesting eparchial parish.
Brownsville, TX	Msgr. Robert E. Maher VG <a href="mailto:rmaher@cdob.org">rmaher@cdob.org</a>	All Diocese personnel and Volunteers must have a background check. Human Resource office manages the backgrounds and



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	956-605-1526  Walter Lukaszek Assistance and Safe Environment Coordinator <a href="mailto:wlukaszek@aol.com">wlukaszek@aol.com</a> (h) 956-464-4898 (o) 956-457-0010	they are also conducted at the parish level. The Texas Department of Public Safety is used by Diocese.
Buffalo, NY	Don Blowey Safe Environment Coordinator <a href="mailto:safekids@buffalodiocese.org">safekids@buffalodiocese.org</a> 716-847-5541	Background investigations are conducted for all adult personnel and volunteers. The backgrounds are conducted by a private contractor, United States Investigative Services located in Texas. They can conduct criminal backgrounds, credit checks and check the National Sex Offender Registry. The state of New York requires additional background investigation of teachers licensed in New York. The educators in the Catholic schools are also subject to background checks by the Diocese.
Burlington, VT	Kevin Scully Director, Safe Environment Programs <a href="mailto:kscully@vermontcatholic.org">kscully@vermontcatholic.org</a> 802-658-6110, ext. 1218	The background investigations are conducted by his office and are done through the Vermont Criminal Information Center. This includes a fingerprint check. The Diocese conducts background investigations on personnel at 5 year intervals. They also use a contract background investigation business called Screening One. The same organizations conduct all background investigations for diocese personnel including parish personnel and volunteers.
Camden, NJ	Rod J. Herrera, LCSW Director Office of Safe Environment for Children, Youth & Adults <a href="mailto:rherrera@camdendiocese.org">rherrera@camdendiocese.org</a> 856-583-6114	All adults are fingerprinted by Morphotrak and prints are sent to the New Jersey State Police and FBI. Every three years, the checks are redone by Hire Right which conducts a nationwide search for any felonies or child abuse cases.

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Canton, Romanians, OH	<p>Fr. Andre Matthews <a href="mailto:alanm1010@att.net">alanm1010@att.net</a></p> <p>Fr. Ovidiu Marginean <a href="mailto:omarginean@romaniancatholic.org">omarginean@romaniancatholic.org</a></p> <p>Richard Wrenn <a href="mailto:internationalresearchgroup@csi.com">internationalresearchgroup@csi.com</a></p>	The Eparchy has employed the Cleveland firm of “International Research Group Inc.” which includes former FBI SAs to do backgrounds. Each new cleric, employee, or volunteer completes a form which is sent to the company who then does various criminal checks and sends results back to Fr. Matthews. This company is also used as the investigative agent if an allegation occurs and is listed as a contact to report allegations of abuse.
Charleston, SC	<p>Bonnie Sigers Safe Environment Manager <a href="mailto:bonnie@catholic-doc.org">bonnie@catholic-doc.org</a> 843-853-2130, ext. 206</p>	Checks for all adult categories are conducted by the South Carolina State Law Enforcement Division as well as a check of the central registry of sex offenders. If an individual has been in the diocese for three or more years, an additional check is done by “Fidelifacts, Inc.” which would include a check with all state law enforcement agencies where the individual previously resided. Additional checks utilizing “Fidelifacts, Inc.” are also conducted on any individual who will be handling money for the diocese or who will be driving children as part of their responsibilities.
Charlotte, NC	<p>Terri Wilhelm Human Resources Director <a href="mailto:twilhelm@charlottediocese.org">twilhelm@charlottediocese.org</a> 704-370-3338</p> <p>Rev. Msgr. Mauricio West Vicar General and Chancellor <a href="mailto:chancery@charlottediocese.org">chancery@charlottediocese.org</a> 704-370-3325</p>	The Charlotte Diocese utilizes Screening One. Background checks are repeated every 5 years. Notification and release forms (reviewed by auditor) must be signed before any check can be made. In addition, a sexual offender registry check will also be conducted regarding every employee and volunteer.
Cheyenne, WY	<p>Very Reverend Michael Carr VG <a href="mailto:strosetorrrington@yahoo.com">strosetorrrington@yahoo.com</a></p>	The Diocese of Cheyenne utilizes the Department of Family Services of the State of Wyoming to conduct the criminal backgrounds of the individuals that have contact with children.

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	307-638-1530  Carol DeLois Chancellor <a href="mailto:carol@dioceseofcheyenne.org">carol@dioceseofcheyenne.org</a> 307-638-1530	For those individuals that have not been in the diocese for five years or from out of state, the diocese uses Mind Your Business, Inc., a national company that conducts nationwide criminal checks.
Chicago, IL	Jimmy Lago Chancellor  Jan Slattery Director, Office for the Protection of Children and Youth	For priests, deacons and candidates for ordination, the Archdiocese conducts background checks through Austin Computing Solutions's EAppsDB (applications are processed online through the Archdiocese Web-Site). The applicant information is forwarded to S2Verify for background record checks. All educators undergo a more extensive criminal background check by fingerprinting through the Office of Catholic Schools. The Archdiocese also conducts background checks on all employees and volunteers through Austin Computing Solutions's EAppsDB. The applicant information is forwarded to S2Verify for background record checks. Educators in addition to the standard background check are required to undergo a mandatory fingerprint check, which is conducted and processed by Accurate Biometrics.
Chicago, IL St. Nicholas	Serge Michaluk, MA Director, OCYP <a href="mailto:sergemichaluk@gmail.com">sergemichaluk@gmail.com</a> 773-276-5080 (c) 773-733-3312	The eparchy utilizes the website of the Archdiocese of Chicago to do their background checks. The checks are conducted through Austin Computing Solutions. This system runs the checks through S2Verify which is done online. All Eparchial educators also go through a criminal background check by fingerprinting through the Office of Catholic Schools at both the Archdiocese of Chicago and the Archdiocese of Detroit. The fingerprint check is conducted and processed by Accurate Biometrics.

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Chicago, IL St. Thomas Syro-Malabar	Rev. George Madathiparampil Vicar General <a href="mailto:georgempampil@yahoo.com">georgempampil@yahoo.com</a> 630-279-1453	Background evaluations are required and done at the local level of the parish/mission as prescribed by that diocese.
Cincinnati, OH	Fr. Joe Binzer Chancellor <a href="mailto:jbinzer@catholiccincinnati.org">jbinzer@catholiccincinnati.org</a> 513-263-6601 513-421-3131, ext. 6601	The Archdiocese uses an electronic fingerprint check (WebCheck) through the Ohio Bureau of Criminal Investigation and Identification, and the FBI. All adults who have contact with children are required to have a fingerprint check. These adults include candidates for ordination, clerics, employees who have contact with children, regular volunteers (defined above), auxiliary services personnel, and personnel furnished by a third party contractor who have contact with children.
Cleveland, OH	Fr. Lawrence Jurcak Secretary and Vicar for Clergy and Religious <a href="mailto:ljurcak@dioceseofcleveland.org">ljurcak@dioceseofcleveland.org</a> 216-696-6525 ext. 2440	The requirements for Background evaluations, (Screening) are described in the <i>Diocesan Policy for the Safety of Children in Matters of Sexual Abuse: Revised, 2007</i> – Section 1.2 (pages 3-4). Fingerprint checks are done through the state of Ohio, BCI&I clearance – and for those from outside the state of Ohio an FBI clearance is done.
Colorado Springs, CO	Ed Gaffney Director of Mission Effectiveness <a href="mailto:edgaffney@diocs.org">edgaffney@diocs.org</a>	The Diocese of Colorado Springs utilizes the following agencies to conduct criminal background checks: 1. Screening ONE ( <a href="http://www.screeningone.com">www.screeningone.com</a> ), 2. CICS Employment Services, Inc. ( <a href="http://www.criminalscreens.com">www.criminalscreens.com</a> ), 3. Mind Your Business ( <a href="http://www.mybinc.com">www.mybinc.com</a> ), 4. Choice Point ( <a href="http://www.choicepoint.com">www.choicepoint.com</a> ) and 5. Premier Employment Screening Services ( <a href="http://www.premieress.com">www.premieress.com</a> ). Each provides a national criminal screening to include the National Sex Offender Registry, with a state or county level search using name, DOB and SSN. Screening ONE is used to conduct background evaluations for priests, deacons and candidates for ordination. Criminal background evaluations for diocesan/parish employees and

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		volunteers are conducted utilizing one of the five options listed above. Catholic school teachers are screened by the Colorado Department of Education using a fingerprint check as part of their licensing process.
Columbus, OH	Deacon Thomas M. Berg Vice Chancellor <a href="mailto:tberg@colsdio.org">tberg@colsdio.org</a> 614-224-2251	Background investigations include: a check through the Ohio Bureau of Identification and Investigation. A biometric scan is done utilizing fingerprints. Prints are taken and sent electronically by local police departments or the Bureau of Motor Vehicles. The Columbus Dioceses has also contracted with “Fast Fingerprints”. This is a private company that electronically takes fingerprints and runs the through the Ohio criminal records. This company also comes on the training sites with a mobile unit, and can process the people when they show up for training. This enables people to obtain their training and get a background check all at one time. If a person has lived outside of Ohio in the past five years finger prints are taken and sent to the FBI.
Corpus Christi, TX	Joseph Lopez, Chancellor <a href="mailto:jlopez@diocesecc.org">jlopez@diocesecc.org</a> 361-882-6191  Kristi Skrobarczyk Safe Environment Coordinator <a href="mailto:Kskrobarczyk@diocesecc.org">Kskrobarczyk@diocesecc.org</a> 361-882-6191	Background investigations are run through SPIS Investigations (San Antonio, TX). Name, Date of Birth, Driver’s License Number, and Social Security Number are used to for <i>Identity Verification, Criminal Records Search, Driving Records Search, and Federal Records Search</i> . Their website is <a href="http://www.spisinfo.com/about.html">www.spisinfo.com/about.html</a> .
Covington, KY	Children & Youth: Michael Clines 859-392-1528	When a person comes to the parish/school and offers to volunteer, the responsible person (pastor, dre/cre, principal, head coach, scout leader) meets with the person and reviews the Diocesan Policies and Procedures for Addressing Sexual Misconduct. The person signs the acceptance form for the

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	<p>Isaac Isaac 859-392-1529</p> <p>Priests/Diocesan Employees: Msgr. J. Michael Due 859-392-1511</p> <p>Deacons: Msgr. William Neuhaus 859-431-2060</p> <p>Candidates for Ordination: Rev. Gregory J. Bach 859-392-1566</p> <p>Educators: Michael Clines</p> <p>Parish/School Employees: Carol McIntyre 859-392-1557</p> <p>Anita Geiger (volunteers too) 859-392-1565</p> <p>Teachers &amp; background checks: Steve Koplyay 859-392-1534</p>	<p>policies/code of conduct. The person fills out an application form. The virtue coordinator at the parish/school transfers information from the application form to an excel spreadsheet and emails it to Steve Koplyay, Personnel for the Curia, who sends it via email to Frankfort where an Administrative Office of the Courts (AOC) check is done. The results are emailed to Steve Koplyay. Steve prints out a report. Anita, the Virtus tech for the Curia enters the background check into the Virtus database and files the report in her office. If there is a caution or disqualification on the report, Steve K. relays that information to the pastor or principal. A note is placed in the Virtus database if there is a disqualification. FBI fingerprint check requires the individual to physically go to a designated truck stop fingerprint location to have fingerprints scanned. The Kentucky State Police run the check and give the results to Steve K. The results are filed the same way as the AOC. If a person is new to the area or there is a time crunch in getting a check, Steve K sends information to ChoicePoint/LexusNexus for a background check. The Lexus Nexus is not done through the Kentucky State Police.</p>
Crookston, MN	<p>Reathel Giannonatti Safe Environment Coordinator <a href="mailto:rgiannonatti@crookston.org">rgiannonatti@crookston.org</a></p>	<p>Anyone who has unsupervised contact with children/youth has both been trained and had a background. The Diocese uses Choicepoint, a commercial company, to do the background</p>



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	Victoria Dathe Administrative Assistant <a href="mailto:vdathe@crookston.org">vdathe@crookston.org</a> 218-281-4533, ext. 424	investigations. The results of the background checks are sent directly to the Diocese, where the information is retained in a database.
Dallas, TX	Barbara Landregan Safe Environment Director <a href="mailto:blandregan@cathdal.org">blandregan@cathdal.org</a> 214-379-2812	As a part of the training, the Diocese has produced a DVD that begins with a preamble by Bishop Farrell, commentary about the nature of child abuse, and then includes chapters identified as Screening, Training, Supervision, Guidelines, and Reporting. The screening (backgrounds) program begins with the applicant's completing an application form. This is followed by an interview, contact with the candidate's parish priest, interviews with references, and law enforcement checks.
Davenport, IA	Mary M. Wieser Director of Faith Formation and Education <a href="mailto:wieser@davenportdiocese.org">wieser@davenportdiocese.org</a> 563-324-1912 ext. 263	All priests and adults who have contact with children and youth are required to have a background check. This background check is performed by the Safe Environment Office through the services of Sweeney and Associates. This service consists of a criminal check of the State of Iowa and State of Illinois data bases. If the person has been out of the state in the past 10 years a national criminal history check is performed. All adults are also checked against the State Sexual Offenders Registry, by the Safe Environment Office. Weiser advised that the background checks take about 1-3 days to complete.
Denver, CO	Christopher Pond OCDS Director, OCYP <a href="mailto:Chris.Pond@archden.org">Chris.Pond@archden.org</a> 303-715-3226	Background investigations are required for all priests, deacons, candidates for ordination, educators, employees and volunteers prior to their being placed in a position of working with children and youth. Each parish and school is responsible for ensuring that this is done and they certify in an annual letter to the Director that this has been done and the number of employees and volunteers that are involved. This is a completely

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		decentralized system (for legal purposes). Through a system of annual audits, financial audits with additional questions and a sample review of files regarding training and backgrounds, verification of the training and backgrounds takes place to the Director's satisfaction. While not the best of circumstances, it is acceptable since the audits take place and any discrepancies are resolved quickly.
Des Moines, IA	<p>Sr. Jude Fitzpatrick Chancellor <a href="mailto:jfitzpatrick@dmdiocese.org">jfitzpatrick@dmdiocese.org</a> 515-237-5048</p> <p>Kayla Burkhiser Reynolds Administrative Assistant <a href="mailto:kburkhiser@dmdiocese.org">kburkhiser@dmdiocese.org</a> 515-237-5083</p> <p>John Walch, Principal St Malachy School, Creston 641-344-2477.</p> <p>Cheryl Fournier Adult Faith Formation 515-237-5006 (Religious Education teacher)</p>	The process includes a criminal background check through HireRight as well as a child abuse check through the Iowa Department of Human Services Child Abuse Registry. HireRight, and Iowa Department of Human Services Child Abuse Registry checks are required for adults in each of the categories. If a person moved to the State, background checks are conducted in the state from which he moved.
Detroit, MI	Sharon Gorman Safe Environment Coordinator	The background investigations are conducted through the use of ICHAT, the Michigan State Police criminal history system which reveals convictions. All priests/adults who come to the Archdiocese from outside the State of Michigan are checked through Credential Check, a private company which provides

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		background checks by checking county records in each place the priest/adult has lived. The State of Michigan requires that all educators submit to a fingerprint background check which is submitted to the FBI.
Detroit, MI Chaldeans	Janan Senawi, CSW Victim Assistance Advocate and Director of Safety Environment Program <a href="mailto:janansenawi@yahoo.com">janansenawi@yahoo.com</a> 248-351-0440	Background checks are conducted in Michigan through ICHAT (Internet Criminal Access Tool) and in Illinois through the Illinois State Police Bureau of Identification.
Dodge City, KS	Sr. Janice Grochowsky, CSJ, JCL, Chancellor <a href="mailto:jgrochowsky@dcdiocese.org">jgrochowsky@dcdiocese.org</a> 620-227-1527	Choice Point is used for all backgrounds.
Dubuque, IA	Joanne Pohland, Director Office for Protection of Minors <a href="mailto:dbqcopc@arch.pvt.k12.ia.us">dbqcopc@arch.pvt.k12.ia.us</a> 563-556-2580 ext. 227	Background evaluations are conducted on all adult individuals in all categories. For those in Iowa an electronic check is made of criminal history files located at the Iowa Division of Criminal Investigations as well as the Child Abuse Registry, Dependent Adult Registry and Sex Abuse Registry. For all new employees and volunteers the Archdiocese is now asking for a 10 year history on residence and for those previously residing out of state a background evaluation is requested through Choicepoint. Turnaround time from the State of Iowa is in most instances immediate and several days for Choicepoint
Duluth, MN	Ernie Stauffenecker Safe Environment Coordinator <a href="mailto:estauffenecker@dioceseduluth.org">estauffenecker@dioceseduluth.org</a> 218-724-9111	The Duluth diocese uses the services of Choice Point for all background inquiries which consist of a national criminal check by name and social security number.
El Paso, TX	Elena Bejarano Safe Environment Coordinator <a href="mailto:ebejarano@elpasodiocese.org">ebejarano@elpasodiocese.org</a>	All priest, deacons and employees are checked through a data base service, SPIS Investigations, San Antonio, Texas. Volunteers are processed on-line through the Texas Department

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	915-872-8427	of Public Safety. All teachers and school employees having unsupervised contact with children must have a fingerprint check through the Texas Department of Public Safety.
Erie, PA	Mrs. Karen Streett, Coordinator, Office for the Protection of Children and Youth <a href="mailto:kstreett@eriercd.org">kstreett@eriercd.org</a> 814-824-1222	<p><b>Regarding priests and candidates for ordination as permanent deacons:</b> PA State Police Criminal Record Check, Dept. of Public Welfare Child Abuse History Clearance, Federal Criminal Record Check (if not a Pennsylvania resident for the previous two years), Diocesan Compliance Statement and Diocesan Creating a Safe Environment In-service.</p> <p><b>Regarding seminarians as candidates for priesthood:</b> The background checks include, PA Criminal Record Check, PA Child Abuse History Clearance, Psychological Screening, evaluations from former employers and evaluations from pastor, other priests, former teachers. Depending on the age of the candidate and his life history, a credit check is also completed. Additional screening is done with the assistance of the NCDVD if the candidate has lived outside of the State of Pennsylvania.</p> <p><b>Regarding School Employees which includes volunteers who are paid a stipend:</b> PA State Police Criminal Record Check (if hired on or after January 1, 1986), Dept. of Public Welfare Child Abuse History Clearance (if hired on or after July 1, 1996), Federal Criminal Record Check (if hired on or after April 1, 2007; or if hired on or after January 1, 1986 while not having been a Pennsylvania resident for the previous two years), Diocesan Compliance Statement, Diocesan Creating a Safe Environment In-service for Teachers: complete personnel file (includes diocesan School Educator Employment Application</p>

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		<p>and references) and Other Employees: diocesan Application for Adults Working with Children.</p> <p><b>Other Employees Having Unsupervised Contact with Children:</b>  PA State Police Criminal Record Check, Dept. of Public Welfare Child Abuse History Clearance, Federal Criminal Record Check (if not a Pennsylvania resident for the previous two years), Diocesan Compliance Statement, Diocesan Creating a Safe Environment In-service, and Diocesan Application for Adults Working with Children.</p> <p><b>Volunteers Having Unsupervised Contact with Children:</b>  PA State Police Criminal Record Check, Dept. of Public Welfare Child Abuse History Clearance, Federal Criminal Record Check (if not a Pennsylvania resident for the previous two years), Diocesan Compliance Statement, Diocesan Creating a Safe Environment In-service, Diocesan Application for Adults Working with Children</p>
Evansville, IN	Judy Neff Chancellor <a href="mailto:jneff@evansville-diocese.org">jneff@evansville-diocese.org</a> 800-637-1731 ext. 248	The Diocese utilizes the services of Results Inc. of Indianapolis, which conduct the law enforcement checks.
Fairbanks, AK	Ronnie Rosenberg	The Diocese uses a commercial vendor, CICS, based in Portland, OR, to conduct the backgrounds. Backgrounds are done every 5 years or sooner if a person's name has changed or if they have resided out of the diocese and then returned. The same is true for a person going on sabbatical outside the Diocese. In addition, the diocese requires a statement of good standing for any visiting clergy from their home diocese. The Fairbanks Diocese updates the backgrounds weekly, using the online State of Alaska Department of Public Safety dispatch and

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		the online court records of arrests.
Fall River, MA	<p>Debora Jones, MS, MBA Coordinator, Office for Child Protection: <a href="mailto:djones@cssdioc.org">djones@cssdioc.org</a> 508-674-4681</p>	The diocese utilizes the Criminal Offender Record Information (CORI) system to conduct its background checks for all adult groups in the State of Massachusetts.
Fargo, ND	<p>Tom Frei, Director of Catholic Education &amp; Formation <a href="mailto:thomas.frei@fargodiocese.org">thomas.frei@fargodiocese.org</a> 701-356-7907</p> <p>Msgr. Joseph Goering</p> <p>Fr. Kurtis Gunwall, Voc. Director <a href="mailto:kurtis.gunwall@fargodiocese.org">kurtis.gunwall@fargodiocese.org</a> 701-232-8969</p> <p>Barb Augdahl Human Resources <a href="mailto:barbara.augdahl@fargodiocese.org">barbara.augdahl@fargodiocese.org</a> 701-356-7932</p> <p>Msgr. Gregory Schlesselmann Rector Cardinal Muench Seminary <a href="mailto:gregory.schlesselmann@fargodiocese.org">gregory.schlesselmann@fargodiocese.org</a> 701-232-8969</p> <p>Msgr. Dennis Skonseng Spiritual Director</p>	The Diocese uses Mind Your Business to conduct background checks on all candidates for ordination at the time of their application. Priest and Deacons have the background check done when they seek faculties in the diocese.



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	<a href="mailto:dennis.skonseng@fargodiocese.org">dennis.skonseng@fargodiocese.org</a> 701-845-0354	
Fort Wayne-Southbend, IN	<p>Cathie Cicchiello Safe Environment Coordinator <a href="mailto:ccicchiello@fw.diocesefwsb.org">ccicchiello@fw.diocesefwsb.org</a> 260-672-1510</p> <p>Msgr. Robert C. Schulte Vicar General/Chancellor <a href="mailto:rschulte@fw.diocesefwsb.org">rschulte@fw.diocesefwsb.org</a> 260-399-1413</p> <p>Mary Szymczak Assoc. Dir, Vocations Office <a href="mailto:mszymczak@diocesefwsb.org">mszymczak@diocesefwsb.org</a> 574-234-0687</p>	<p>1) Indiana State Police <b><i>Limited Criminal History.</i></b>  2) <b><i>Indiana Sex &amp; Violent Offender Registry</i></b> and /or the Dru Sjodin <b><i>National Sex Offender Public Registry</i></b> (from the US Dept of Justice)  3) <b><i>Lexis Nexis National Criminal File Plus</i></b> if the priest has lived outside the state of Indiana during the past 10 years.  <b>All International Priests</b> have an <b><i>Affidavit of Suitability for Ministry</i></b> from their religious superior or diocesan bishop in addition to the above named background checks. A new procedure we are starting is an international background check conducted by <b><i>Intercoastal Research and Investigations, Inc.</i></b> for each International priest coming to our diocese.  All religious order priests are screened and trained by their religious community. This is documented in our diocese on their <b><i>Affidavit of Suitability for Ministry.</i></b> In addition, some religious order priests also are screened within our diocese, e.g. those who have diocesan assignments.  In addition to the above three psychological tests are taken by the candidate for ordination and a personal interview/evaluation by a clinical psychologist, whose report becomes a part of the candidate's file for presentation to the bishop who makes the final determination on the acceptability of the candidate.</p>
Fort Worth, TX	Judy K. Locke Director, Office of Child and Youth Protection/Victim Assistance Ministry <a href="mailto:jlocke@fwdioc.org">jlocke@fwdioc.org</a>	Following the initial screening and Safe Environment training for clergy, employees, and volunteers, Safe Environment Retraining and on-going screening (background checks) are conducted every three years. The diocese contracts with LOGOS Catholic for the online data base through which records of screening and training are maintained. The three year

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		retraining and background check is the policy of the Ft. Worth Diocese. All background checks are conducted by Screening One. The checks include criminal records and sex offender lists. The Screening One Services is also used for background checks of International Priest because this company can access criminal records of one hundred and fifty countries. All adults have been screened for background checks.
Fresno, CA	<p>Richard Sexton, Superintendent <a href="mailto:rick@dioceseoffresno.org">rick@dioceseoffresno.org</a> 559-488-7420</p> <p>Sr. Jean Williams, Assist. Sup. <a href="mailto:srmjean@dioceseoffresno.org">srmjean@dioceseoffresno.org</a> 559-488-7420</p> <p>Teresa Dominguez, VAC/Safe Environment Manager <a href="mailto:tadominguez@sbcglobal.net">tadominguez@sbcglobal.net</a> 559-584-4349</p>	A list of Live Scan (Fingerprinting) locations is provided to responsible diocesan personnel along with the appropriately coded Live Scan Forms. All clergy must be cleared through the California Department of Justice and FBI. Clergy transferring or visiting from another diocese must have a "Letter of Good Standing" from their Bishop. Extern priests may be required to undergo a physical/psychological exam. Parish employees and volunteers are cleared through the DOJ. All educators and support staff in the schools must be cleared through the California Department of Justice and FBI. In the event fingerprints are unreadable, a name search is conducted using personal data. Utilizing Megan's Law is encouraged for general screening beyond Charter requirements.
Gallup, NM	<p>Reverend Matthew Keller Chancellor <a href="mailto:officeofchancellor@gmail.com">officeofchancellor@gmail.com</a> 505-863-4406</p>	Mind Your Business-Catholic Mutual. Social Security Check and Criminal Background Check. All background evaluations for clergy, seminarians, employees and volunteers are conducted through a company named "Mind Your Business", and the results are furnished to the diocese online. This was verified through review of a sampling of completed background evaluations. The new Superintendent of Catholic Schools advised that he is implementing a policy where all educators and school employees receive background evaluations through fingerprinting by the local sheriff to the FBI.

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Galveston/Houston, TX	Sally Leonard Manager of SE Training and Compliance  Christina Deajon Vice Chancellor and Associate General Counsel	Background investigations are conducted through criminal record checks in the Harris County database supplemented by a national criminal history checks and sex offender registry checks conducted by First Advantage, Safe Churches.
Gary, IN	Darlene Marchina Virtus Coordinator <a href="mailto:dmarchina@dcgary.org">dmarchina@dcgary.org</a> 219-769-9292 ext. 224	All must submit the official diocesan request for a background check to be completed by the diocesan Schools Office personnel utilizing the Indiana State Police website and national background checks conducted through LEXIS NEXIS website.
Gaylord, MI	Thomas Tenerovicz	All priests, deacons, seminarians educators, employees as well as volunteers who have more than eight hours per month of contact with children are required to have a fingerprint criminal background check through the Michigan State Police. Volunteers expected to have less than eight hours per month regular contact with children are required to have a criminal background check utilizing the Internet Criminal History Access Tool (ICHAT) through the Michigan State Police.
Grand Island, NE	Elizabeth A. Heidt Kozisek, PhD Director, Child Protection Office <a href="mailto:bheidt@gidiocese.org">bheidt@gidiocese.org</a> (o) 308-382-6565 (c) 308-370-1949	Background Evaluations for clergy (priests and deacons), candidates for ordination, diocesan staff, parish / school staff, and volunteers and educators are conducted through Lexis Nexis. Through Lexis/Nexis, all adults, ages 19 and over, are screened through a National Criminal Database search and county courthouse search and their social security numbers are verified. Adults are also required to provide letters of reference. A copy of the Volunteer Application and Reference form is available on the diocesan website (viewed by auditor). Criminal background screens are repeated every three years, with the exception of educators, who undergo Lexis/Nexis background screening every five years. The reason for this exception is that

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		all educators, in order to become certified, must undergo a more rigorous screening by the Nebraska Department of Education. This screening consists of a state criminal history check and an FBI fingerprint check.
Grand Rapids, MI	<p>Msgr. William H. Duncan</p> <p>Tom Dalton Director of Safe Environment <a href="mailto:tdalton@dioceseofgrandrapids.org">tdalton@dioceseofgrandrapids.org</a> 616-475-1246</p>	The diocese does conduct background evaluations on all individuals, both paid and volunteers, who have unsupervised contact with children/youth to include (a) priests (b) deacons and (c) candidates for ordination. If a person has lived outside the state of Michigan at any time since their 18 <sup>th</sup> birthday, a national criminal background check is conducted through Credential Check Corporation located in Troy, Michigan. In the event a person has always resided in the State of Michigan since their 18 <sup>th</sup> birthday, a background check is done using the State of Michigan Internet Criminal History Access Tool (ICHAT). As a non-profit all parishes have immediate access to ICHAT and response is usually immediate. By state law, all school administrators, educators and school employees are required to undergo a fingerprint scan through “Live Scan” which submits the prints to the Michigan State Police and the FBI. For clergy belonging to a religious order who are assigned to the diocese of Grand Rapids, a letter is kept on file from the superior of each order indicating each member of the clergy of that order has had a criminal background check and has a clear record
Great Falls-Billings, MT	Reverend Jay H Peterson	All categories of adults who have regular contact with Children and Youth have background investigations conducted through Mind Your Business.
Green Bay, WI	<p>Karen Bass Safe Environment Assistant <a href="mailto:kbass@gbdioc.org">kbass@gbdioc.org</a> 920-272-8198</p>	Completed through eApps Online Application system, which is found on the web site under the tab, “Protecting Our Children” as a “Background Checks” link. eApps is a product marketed by Austin Computing Solutions. The individual is required to

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		complete an online application. eApps then forwards the information to a company named ISP Services which conducts state and federal criminal court searches as well as law enforcement criminal records searches (currently in 49 states, Washington, DC, Puerto Rico and Guam) and available sex offender databases. eApps maintains a record of all transactions for use by the parishes and the diocesan Safe Environment Assistant.
Greensburg, PA	<p>Reverend Msgr. Lawrence T. Persico JCL, Vicar General/Chancellor <a href="mailto:lpersico@dioceseofgreensburg.org">lpersico@dioceseofgreensburg.org</a> 724-837-0901</p> <p>Charles Quiggle Director of Human Resources/Safe Environment Coordinator <a href="mailto:cquiggle@dioceseofgreensburg.org">cquiggle@dioceseofgreensburg.org</a> 724-837-0901</p>	Background checks are conducted using a three tiered approach. The first is a State of Pennsylvania police review of an individual's criminal history, the second is a review of the Department of Public Welfare Child Abuse History Clearance for any child abuse history and the third is fingerprinting based on criminal history done through the FBI. The diocese uses Cogent Systems for fingerprinting.
Harrisburg, PA	<p>James Gontis <a href="mailto:Jgontis@hbgdiocese.org">Jgontis@hbgdiocese.org</a></p> <p>Robert Williams <a href="mailto:Rwilliams@hbgdiocese.org">Rwilliams@hbgdiocese.org</a></p> <p>Education Coordinators for the youth Protection Program 717-657-4804</p>	<p>For Clergy the procedure is, for in-state candidates, State Police, and completion of a disclosure statement. If the candidate or priest is from out of state an FBI check is done and a letter of good standing is required from an incoming's priests superior. For educators, volunteers, and employees each completes a "disclosure form" which notes all disqualifying criminal actions and authorizes criminal record checks</p> <p>2. Each applicant requests an on-line Pennsylvania State Police criminal record history, and when completed</p> <p>3. Each person applies for a Pennsylvania Child Abuse History Clearance and, if required,</p> <p>3. An FBI NCIC record check.</p>

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		When all documents are in hand, the person submits them to the parish, school, or diocese and – after safe environment training is successfully completed – the diocese issues a youth Protection ID Badge to the person.
Hartford, CT	<p>Dolores Skovich Coordinator of Safe Environment – VIRTUS <a href="mailto:DeeS@aoht.org">DeeS@aoht.org</a> 860-541-6491 ext. 145</p> <p>Theresa Hatfield Background Check Coordinator <a href="mailto:theresah@aoht.org">theresah@aoht.org</a> 860-541-6491 ext. 151</p>	Mind Your Business (MYB) is a company that the Archdiocese has utilized as their source for Background checks since the implementation of The Charter. Names and Social Security records are run through MYB's National Data Base for criminal records. The cost for each check through MYB is \$18.50 for a normal record check. If the Archdiocese needs DMV checks (as in the case of someone being hired to drive children) the cost is increased.
Helena, MT	<p>Mrs. Judy Ober Adult Training/Background Checks <a href="mailto:jobber@diocesehelena.org">jobber@diocesehelena.org</a> 406-442-5820, ext. 21</p> <p>John Fencik– Children <a href="mailto:jfencik@diocesehelena.org">jfencik@diocesehelena.org</a> 406-442-5920</p> <p>Patrick Haggarty Schools <a href="mailto:phaggarty@diocesehelena.org">phaggarty@diocesehelena.org</a> 406-594-1461</p>	Backgrounds are based on where the person has lived. If they lived their entire life in Montana then the diocese checks the name and identifying data through the Montana State Department of Justice. These records include both driving and criminal records. If the person lived outside of Montana then the record is checked through OMNIA, which is a nationwide computerized criminal check data base. If there was a problem with a lay employee or volunteer, Ms. Ober and the pastor would discuss the issue and make a decision whether to have the person onboard or not. If the person is being checked for the schools and a problem is identified, Ms. Ober and the Superintendent of Schools decide. Any serious problem with any of the aforementioned and all priests and seminarians are reviewed by the bishop.



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Honolulu, HI	Lisa Sakuma Safe Environment Coordinator 808-585-3337	All categories of adults other than educators go online into the Shield the Vulnerable website. They self enroll, provide their identifying information, and this information is automatically transmitted to a private investigative firm (ESR-Employment Screening Resources). They do various checks to include— verification of SSN, Hawaii criminal and national criminal checks. The results come to the HR director. If anything of a derogatory nature is discovered, it is reviewed by a special HR committee which takes appropriate action.
Houma-Thibodaux, LA	Susan Blanchard Safe Environment Coordinator <a href="mailto:sblanchard@hdiocese.org">sblanchard@hdiocese.org</a> 985-850-3140	All individuals that plan on working/volunteering with children/youth must have a criminal background history check run prior to completing Safe Environment Initial Training. We utilize the services of our local sheriff's (Terrebonne & Lafourche) departments, Lockport Police Department to run the checks for those individuals who live(d) outside Lafourche and Terrebonne Parishes. A federal search is run on the seminarians. All persons are run through the National Sex Offender Data base.
Indianapolis, IN	Ed Isakson Director, Human Resources <a href="mailto:eisakson@archindy.org">eisakson@archindy.org</a> 317-236-1549	All educators must have backgrounds done before they can get their license to teach. This is state law.. This applies to all school employees. Diocese also uses Barada Associates.
Jackson, MS	Mrs. Vickie Carollo 601-960-8471  Msgr. Elvin Sunds, V.G. 601-969-2290	Every priest and deacon serving in the Diocese of Jackson is subjected to a criminal background screening through <i>Integrated Screening Partners (ISP)</i> which performs a national data base search. Furthermore, every five years every priest and deacon is again subjected to a criminal background screening by <i>ISP</i> . All seminarians studying in the United States are subjected to the same criminal background screening by <i>ISP</i> before being allowed to study for the Diocese of Jackson. Likewise, they are

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		rescreened every five years. Those seminarians studying in a foreign country are allowed to complete their undergraduate degree in their home country. However, they are required to complete their theological studies in the United States. Before they are allowed to complete their studies in the United States, they are subjected to a criminal background screening in their home country. They are also screened by <i>ISP</i> when they come to the US for any crimes that may have occurred in the United States during prior visits. The ISP search is accomplished through Austin Computing Solutions web-enabled database service. It manages the employee/volunteer application process and performs a criminal background check with the information provided on the application and loaded into the system. The background search is on more than 123 million criminal records from 61 state and county jurisdictions most of which are updated monthly. All educators, diocesan employees, parish employees, school employees and volunteers who have unsupervised contact with minors are required to complete a criminal background screening by <i>ISP</i> . Furthermore, every five years they are required to again complete a criminal background screening by <i>ISP</i> .
Jefferson City, MO	Ronald W. Vessell Associate to the Chancellor and Review Administrator <a href="mailto:review@diojeffcity.org">review@diojeffcity.org</a> 573-635-9127 ext. 224	Background evaluations are conducted for each required person by them completing a background check form and turning it in to the VAC. The VAC then sends it electronically to the Missouri State Highway Patrol where the following data bases are checked: Missouri state criminal records; Department of Motor Vehicles; Missouri Sex Offender Registry; and National Sex Offender Registry; If any negative or incomplete results arise, they use the services of the HireRight formerly United States Information Services, a private company, who conducts

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		nationwide criminal checks. Negative information is discussed with the pastor and the Bishop has final say on dispositions. The VAC maintains the records.
Joliet, IL	Sr. Judith Davies, OSF Chancellor <a href="mailto:jdavies@dioceseofjoliet.org">jdavies@dioceseofjoliet.org</a> 815-722-6606 ext. 216	The background evaluation process begins with the applicant completing a form with the necessary information to conduct the check and authorization to release the information to the parish conducting it. A name based check is conducted by Premier InfoSource and the Illinois State Police and the results are returned to the requesting entity. If there are any red flags, the results is reviewed by the diocesan attorney. Those fingerprinted take their form to the law enforcement agency designated which takes and submits the fingerprints. All candidates for ordination are required to be fingerprinted and several priests and deacons were also fingerprint checked prior to the on-line system being used. Educators are also fingerprint checked, as well as new diocesan employees and new parish employees. Employees on board since before this system was initiated were background checked through Premier InfoSource and will be finger printed when their 5-year recheck is required. Volunteers are required to be processed through Premier InfoSource.
Juneau, AK	Roberta Izzard VAC/SEC <a href="mailto:robbiei@gci.net">robbiei@gci.net</a> 907-586-2227 ext. 25	Backgrounds consist of a computer check through rapsheet.com. Rapsheet.com has been purchased by Choice point and due to the increased cost will not be used by the diocese. They are in the process of finding a background service. They will also be contacting local police departments in the state and the State police to see if they can conduct checks of their records. They also run all through the National Sex Offender Registry.

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Kalamazoo, MI	Marjorie Haas	All clergy, employees and volunteers receive a background evaluation online through name check by the Michigan State Police Internet Criminal History Access Tool (ICHAT). This background requirement is on the diocesan website. All adults who have not been a resident of the State of Michigan for 7 years receive an online background evaluation through a private investigator used by the diocese. The background evaluations are updated every five years. All educators and school employees are required by Michigan state law to have a fingerprint evaluation through the Michigan State Police to the FBI.
Kansas City, KS	Rev. John Riley Safe Environment Coordinator	The AD utilizes the Zaeplex Corporation, Tampa, FL. They perform a social security number check, county criminal history check, U.S. District Court record search, state wide criminal history check, national criminal search and sex offender index inquiry.
Kansas City, MO – St. Joseph	Mary Frances Horton Coord. Safe Environment Programs <a href="mailto:mfhorton@kc.rr.com">mfhorton@kc.rr.com</a> 913-909-4410	Pro-Mesa Integrated Screening Partners (names and dates of screening available).
Knoxville, TN	Deacon Sean K. Smith Chancellor/Chief Operating Officer <a href="mailto:ssmith@dioknox.org">ssmith@dioknox.org</a> 865-584-3307	The Diocese of Knoxville uses Mind Your Business, Inc. (MYB) to perform our background checks. MYB is an industry leader in the screening of applicants that require extra sensitivity in their hiring practices. MYB conducts Criminal Record Checks for the Diocese of Knoxville by providing a history of applicant's illegal activity. Additionally, MYB conducts Motor Vehicle Reports and Social Security Number Tracing to determine that the social security number provided is legitimate and is being used by the proper person helping rule out false identities and verifies previous addresses. MYB criminal record checks show any convictions of felonies or misdemeanors

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		<p>(adverse action(s) that appear as a matter of public record in the judicial system).</p> <p>In addition, the National Criminal Offender Search shows any convictions of sexual or violent offenses. This search is a multi jurisdictional search of state and county criminal records which currently includes data from <b>36</b> states.</p> <p>The National Criminal Offender Search is a powerful high-speed multi jurisdictional search of state and county criminal records which currently includes data from <b>36</b> states (over 115 million records). Jurisdictions include:</p> <ul style="list-style-type: none"> <li>▪ Sex and Violent Offenders (39 States)</li> <li>▪ Foreign Nationals</li> <li>▪ State Criminal Repositories</li> <li>▪ State Agency Records</li> <li>▪ Mind Your Business Proprietary Information</li> </ul> <p>State Departments of Correction (Felony and high level misdemeanor convictions on current and former inmates).</p>
La Crosse, WI	James G. Birnbaum, Diocesan Attorney <a href="mailto:birnbaumstaff@centurytel.net">birnbaumstaff@centurytel.net</a> 608-785-2740	<p>All background evaluations are done through the office of the diocesan attorney Mr. James Birnbaum. All evaluations in all categories are updated every 3 years. Background evaluations for priests, deacons, candidates for ordination, educators and administrators are done with a fingerprint check through both Wisconsin state authorities and the FBI. Other categories of individuals undergo a name check through the Wisconsin Crime Information Bureau and the Wisconsin Sex Offenders Registry. All categories of individuals are required to annually certify that no change has occurred in their status since last evaluated.</p>
Lafayette, IN	Mrs. Helen Bender <a href="mailto:hbender@dol-in.org">hbender@dol-in.org</a> 765-742-4852 or 800-942-2397	<p>All candidates for ordination are provided with background check forms, when they receive training. The trainers use these background forms to enter the background information into the</p>

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		computer, and criminal history and National Sex Offender Registry checks are made within 24 hours. BARADA is the company used by the DOL for the checks. Negative results checks are returned to the parish/school, with a copy to the HR department. Hits go directly to Helen Bender for adjudication by she and Msgr. Sell. The HR office also receives monthly reports from BARADA. All forms covering priests, deacons, candidates for ordination and diocesan employees are maintained at the DOL.
Lafayette, LA	Maureen K. Fontenot Diocesan Safe Environment Coordinator and Human Resources Director	As was the case in 2009, The DOLL checks volunteers/employees references and uses Mind Your Business (MYB) to check backgrounds for all volunteers and diocesan/parish employees. (MYB checks include a minimum of a social trace, which gives the address history and validation of the SSAN, a search of the national criminal offender database, and a search of the national sexual and violent offender registry.) Per state law, all school employees (including teachers) obtain fingerprint checks; the results of these checks are returned to the office of the Superintendent of Schools which communicates the information to the Office of Safe Environment. Mrs. Fontenot advised that, because it could often take some time to get the results of the fingerprint checks back, during this audit period the Diocese began doing MYB checks of all new school employees at the beginning of the school.
Lake Charles, LA	Mrs. Bernell Ezell Office of Child & Youth Protection <a href="mailto:bernell.ezell@lcdiocese.org">bernell.ezell@lcdiocese.org</a> 337-439-7400	Background investigations are conducted on all adults who have contact with children through a private contract company, Intellicorp. The backgrounds are conducted one time and the Diocese is in the process of doing follow up backgrounds for priest and all adults as frequently as the budget will permit. The teachers in Louisiana must also have a fingerprint check and



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		background through the State Police and this includes a FBI record check. This is required of all school employees in the state. Verified by Mrs. Ezell.
Lansing, MI	Sally Ellis Safe Environment Coordinator <a href="mailto:sellis@dioceseoflansing.org">sellis@dioceseoflansing.org</a> 517-342-2551	Background evaluations are conducted through the Michigan State Police (MSP) and the FBI, utilizing live scan fingerprinting. MSP Internet Criminal History Access Tool (ICHAT) also utilized. There is an L-1 Identity Solutions link on the diocesan website. L-1 Identity Solutions is the company that the Michigan State Police contracted with back in 2005 to provide live scan fingerprinting services throughout the State of Michigan.
Laredo, TX	Melinda Mendoza Director of Human Resources, and Safe Environment Director <a href="mailto:mmendoza@dioceseoflaredo.org">mmendoza@dioceseoflaredo.org</a> 956-727-2140	The diocese utilizes a well known national company, Lexis Nexus, to conduct the background checks. This is conducted on a national level.
Las Cruces, NM	Deacon Louis Roman <a href="mailto:lroman@dioceseoflascruces.org">lroman@dioceseoflascruces.org</a>  Wayne Pribble, PHD  Debbie Moore  Grace Cassetta 575-523-7577	The Diocese conducts the background investigations through and maintains the records in the diocese after notifying the parishes of the results of the checks. The Diocese uses Zaeplex, a commercial company, for their backgrounds.
Las Vegas, NV	Ron Vallance; Victim's Advocate and Safe Environment Coordinator; <a href="mailto:assistmin@dioceseoflasvegas.org">assistmin@dioceseoflasvegas.org</a> OR <a href="mailto:RVallance@cox.net">RVallance@cox.net</a> 702-235-7723	The Diocese conducts a criminal background evaluation on all clergy through the Nevada Highway Patrol and also submits fingerprints through the NHP for a check of the FBI national fingerprint file. The Bishop requires <u>all</u> educators, employees and volunteers (irrespective of their regular contact with

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		children) to undergo a background check through the Nevada Highway Patrol and the FBI national fingerprint file. Verified through interview of Jackie Arnold and a review of files maintained by her in hard copy and electronic data base. All fingerprint cards are sent by the parishes to Ms. Arnold, who then sends them on to the Highway Patrol. Responses from the FBI and the Highway Patrol are to Ms. Arnold, who advises the parish only if there is a negative report. She does, however, share the responses with Ron Vallance, who then updates the VIRTUS data base to indicate completion of background evaluation. She also quarterly sends updates to each parish reflecting background evaluations that have been completed so that they can update any locally maintained records.
Lexington, KY	Deacon Jim Paris	Deacon Paris stated that all priests, deacons and seminarians undergo a background investigation which is conducted by a private company called, “Verified Persons” out of Memphis, Tennessee. The company does a national check covering all 50 states regarding the states sex offender registries. This search also includes Puerto Rico and Guam. They also check of all state and county criminal records where the person has lived. The diocese also checks the Kentucky State Sex Offenders list. Candidates for ordination are also interviewed by a scrutiny board. This is a group of people comprised of lay and religious who conduct detailed interviews of each candidate. The diocese uses the Kentucky State Police background for educators and school employees. For other employees we use “Verified Person” that performs a nationwide criminal search and Sexual Offender lists check as well as the local county and state records. We use the Administrative Office of Kentucky courts for volunteers who have resided in Kentucky for at least five years.

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		We use “Verified Person” for new volunteers just moving into Kentucky.
Little Rock, AR	Teri Tribby Diocesan Safe Environment Coordinator <a href="mailto:ttribby@dolr.org">ttribby@dolr.org</a> 501-664-0340 ext. 313.	The Diocese now uses a company called HireRight, formerly used USIS who merged with HireRight, who claim to check national criminal data bases, Social Security Number verification, Driver's License checks and the National Sex Offenders data base.
Los Angeles, CA	Joan Vienna Safeguard the Children Coordinator <a href="mailto:jvienna@la-archdiocese.org">jvienna@la-archdiocese.org</a> 213-637-7227  Sister Mary Elizabeth Galt, BVM Chancellor <a href="mailto:SrMEGalt@la-archdiocese.org">SrMEGalt@la-archdiocese.org</a> 213-637-7460	Fingerprinting is a key component of the Archdiocese’s background procedures for clergy, religious, paid personnel and volunteers who have regular contact with children. To facilitate the process, the Archdiocese purchased four (4) Livescan machines and provides fingerprinting on a regular schedule. These machines link directly to California DOJ. The Archdiocese is qualified to receive the reports and all subsequent arrest reports. Auditor interviewed William Heinen, Director of Human Resources for the Archdiocese. He stated his team takes the Livescan machines out to the five regions of the archdiocese three to four times each week to conduct background screening. Applicants may also have their fingerprints taken at local police stations and the information is forwarded to the human resource department. HR enters the background information into their Volunteer Personnel Information Network “VPIN”. Pastors and school principals can enter the system and see if the people under their responsibility have been approved. HR maintains complete control of all applicants except the priests, who are controlled by the Vicar for priests.
Louisville, KY	Brian B. Reynolds, Ed. D. Chancellor/Chief Administrative Officer <a href="mailto:Breynolds@archlou.org">Breynolds@archlou.org</a> 502-585-3291	Back ground checks have been mandatory in Kentucky since 1985 for anyone working with children, the Archdiocese also uses “Choice Point” for clergy and educators, volunteers are run through the Kentucky state police.

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Lubbock, TX	Alicia Alvarez, Director Office of Christian Formation and Diocesan Safety Officer <a href="mailto:aalvarez@catholiclubbock.org">aalvarez@catholiclubbock.org</a> 806-792-3943 ext. 222	The Diocese has contracted with a private company Mind Your Business, Inc. (MYB). From the Diocese's prospective everything is accomplished on-line. The Diocese provides the name and identifiers and MYB verifies address and SSAN. MYB checks national and state (TX) sex offender registries and conducts a national (FBI) check for criminal history.
Madison, WI	Cheryl Splinter Safe Environment Coordinator <a href="mailto:cheryl.splinter@straphael.org">cheryl.splinter@straphael.org</a>	All extern priests (priests incardinated in other dioceses requesting to minister in the Diocese of Madison) have a domestic Background Check and an international background check performed on them, as appropriate. Likewise, we perform domestic and international background checks for all candidates for ordination, both deacons and priests. We use Fideltec for domestic background checks and Intercoastal Research and Investigations for international background checks. Fideltec is also used to perform checks on educators, employees and volunteers to include credit and drivers license checks.
Manchester, NH	Mary Ellen D'Intino Compliance Officer and Director of Safe Environment <a href="mailto:medintino@rcbm.org">medintino@rcbm.org</a> 603-669-3100	Backgrounds: Priests - <u>Screening</u> : <ol style="list-style-type: none"> <li>1. NH criminal record check and/or Massachusetts CORI and/or <i>Choicepoint</i> national background check NH criminal record check is conducted by the state police in all counties in the state. Massachusetts CORI, (CORI Board), conducts criminal record checks in all counties in the state of Mass. <i>Choicepoint</i>, now known as LexisNexis Screening Solutions, Inc.), a commercial national background check is used when an applicant has resided outside the states of Mass and NH within the last five years.</li> <li>2. Check of the national sex offender registry (<a href="http://www.nsopw.gov">www.nsopw.gov</a>)</li> </ol>

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		<p>3. Screening Form for Clerics and Applicants for Ecclesiastical Studies</p> <p>4. For extern and religious order priests, letters of good standing from their bishops or religious superiors. This was verified by Deacon Gregory McGinn, Delegate for Ministerial Behavior and Mary Ellen D’Intino, Compliance Officer.</p> <p>Deacons - <u>Screening</u>:</p> <ol style="list-style-type: none"> <li>1. NH criminal record check and/or Massachusetts CORI and/or <i>Choicepoint</i> national background check</li> <li>2. Check of the national sex offender registry (<a href="http://www.nsopw.gov">www.nsopw.gov</a>)</li> <li>3. Screening Form for Clerics and Applicants for Ecclesiastical Studies</li> </ol> <p>Candidates for Ordination - <u>Screening</u>:</p> <ol style="list-style-type: none"> <li>1. NH criminal record check and/or Massachusetts CORI and/or <i>Choicepoint</i> national background check</li> <li>2. Check of the national sex offender registry (<a href="http://www.nsopw.gov">www.nsopw.gov</a>)</li> <li>3. Screening Form for Clerics and Applicants for Ecclesiastical Studies</li> </ol> <p>Educators - <u>Screening</u>:</p> <ol style="list-style-type: none"> <li>1. NH criminal record check or J1 Work VISA if not a resident of the United States</li> <li>2. FBI fingerprint check</li> <li>3. Check of the national sex offender registry (<a href="http://www.nsopw.gov">www.nsopw.gov</a>)</li> <li>4. Employment Application (or Screening Form for those hired prior to 3/19/04)</li> </ol> <p>Diocesan Employees - <u>Screening</u>:</p>

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		<p>1. NH criminal record check and/or Massachusetts CORI and/or <i>Choicepoint</i> national background check</p> <p>2. Check of the national sex offender registry (<a href="http://www.nsopw.gov">www.nsopw.gov</a>)</p> <p>3. Employment Application (or Screening Form for those hired prior to 3/19/04)</p> <p>Parish/School Employees - <u>Screening</u>:</p> <p>1. NH criminal record check or J1 Work VISA if not a resident of the United States</p> <p>2. FBI fingerprint check</p> <p>3. Check of the national sex offender registry (<a href="http://www.nsopw.gov">www.nsopw.gov</a>)</p> <p>4. Employment Application (or Screening Form for those hired prior to 3/19/04)</p> <p>Volunteers/Others - <u>Screening</u>:</p> <p>1. NH criminal record check and/or Massachusetts CORI and/or <i>Choicepoint</i> national background check</p> <p>2. Check of the national sex offender registry (<a href="http://www.nsopw.gov">nsopw.gov</a>)</p> <p>3. Volunteer Application(or Screening Form for those who began their work prior to 3/19/04)</p>
Marquette, MI	<p>Fr. Ronald T. Browne</p> <p>Mr. Gregory Gostomski Director of Youth Ministry <a href="mailto:ggostomski@dioceseofmarquette.org">ggostomski@dioceseofmarquette.org</a> 906-227-9125</p>	<p>Criminal background checks are conducted by the Michigan State Police on all, and national and international agencies are used to do background checks on those who have lived outside of Michigan and/or the U.S.A. Criminal background checks are processed through the Internet Criminal History Access Tool, (ICHAT) operated by the Michigan State Police. Anyone residing outside of the state of Michigan within the last seven years must have a background check conducted by a private investigative company, CRI Services in their state of residence. All educators in order to be certified in the state of Michigan</p>

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		must submit to a criminal background check through submission of fingerprints to the Michigan State Police.
Memphis, TN	Sandra Goldstein Director of Human Resources	The diocese currently uses S-2 Verify, a commercial company with a branch office in Memphis to conduct all of their background checks including those of International priests and employees who have recently resided overseas. Ms. Goldstein indicated that the company uses a private investigator who provides a written report of any criminal activity located. She has never received a positive record indicating criminal behavior regarding an International candidate. For local background checks the diocese also uses S-2 Verify. Their checks consist of County criminal record check, National Crime Database search, and Sex Offenders Registry search.
Metuchen, NJ	Lawrence V. Nagle	The Diocese of Metuchen uses a Fingerprint Criminal History Evaluation conducted by the NJ State Police and the FBI. In addition they use a private company, Sterling Investigations, to conduct Name, Date of Birth, Driver's License Social Security and Residence checks. He does this to make sure the applicants report all their past addresses.
Miami, FL	Mary Ross Agosta Director, SEP <a href="mailto:mragosta@theadom.org">mragosta@theadom.org</a> 305-762-1043  Jan Rayburn Safe Environment Coordinator <a href="mailto:jrayburn@theadom.org">jrayburn@theadom.org</a> 305-762-1250	The Archdiocese of Miami has enlisted Advantage Biometric Group (ABG) (formerly known as Pride Rock Holding Company, Inc.) as their new provider of Fingerprinting Services and Data Management. It is the policy of the Archdiocese to conduct State and National Background Checks through the Florida Department of Law Enforcement (FDLE) and the FBI. ABG provides similar services to the Diocese of Venice, St. Petersburg and Palm Beach. This process pertains to new or renewing clergy, religious, seminarians, employees, volunteers, contractors and vendors. All clergy, including deacons, seminarians, employees, and volunteers must be fingerprinted.



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		We do not enforce the 20 hours or less with children policy; everyone must comply. The Archdiocese of Miami pays for all fingerprinting process; \$60 per employee; \$50 per volunteer.
Milwaukee, WI	<p>Patti Loehrer <a href="mailto:loehrerp@archmil.org">loehrerp@archmil.org</a> 414-769-3449</p> <p>Amy Peterson <a href="mailto:peterzona@archmil.org">peterzona@archmil.org</a> 414-758-2232</p> <p>Barbara Anne Cusack <a href="mailto:cusackb@archmil.org">cusackb@archmil.org</a> 414-769-3341</p>	Checks are completed by the Crime Information Bureau (CIB) for WI data and we also use a national database service. The current provider is Intellicorp.net. Our previous provider, Choicepoint, Inc. is still used by some parishes.
Mobile, AL	<p>Reverend James J. Cink Director of Child Protection <a href="mailto:jcink@stdominicmobile.org">jcink@stdominicmobile.org</a> <a href="mailto:jcink@mobilearchdiocese.org">jcink@mobilearchdiocese.org</a> 251-661-5130</p>	<p>Priests, deacons and candidates for ordination receive criminal background checks that encompass a county-by-county search in the state of Alabama for felonies and misdemeanors (past 7 years), a national criminal offenders search and a social security trace. These searches are conducted by an online company named MYB, Inc. Educators in archdiocesan schools receive fingerprint-based background checks as required by the state of Alabama and conducted by the Alabama Bureau of Investigation and the Federal Bureau of Investigation.</p> <p>All other categories receive criminal background checks that encompass a county-by-county search in the state of Alabama for felonies and misdemeanors (past 7 years), a national criminal offenders search and a social security trace. These searches are conducted by an online company named MYB, Inc.</p>
Monterey, CA	<p>Sr. Patricia Murtagh, I.M. <a href="mailto:srpmurtagh@dioceseofmonterey.org">srpmurtagh@dioceseofmonterey.org</a></p>	The diocese requires employees and volunteers who work with children to be fingerprinted and searched through the California

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	831-373-4345 (c) 831-320-0522	Department of Justice. Criminal background checks are completed and evaluated in the Human Resources Department of the diocese. Anyone with a sexual or violent crime conviction is disqualified from serving in the diocese.
Nashville, TN	Deacon Hans Toecker Chancellor <a href="mailto:Hans.Toecker@dioceseofnashville.com">Hans.Toecker@dioceseofnashville.com</a> 615-783-0765	Each individual (clergy, educator, employee and volunteer) is required to complete an authorization form at the parish, school, or institution where they serve giving permission to have the diocese conduct a criminal background check, and they provide identifying information, eg, date of birth, SSN, address, driver's license number. That information is then entered into a secure portal with "Kroll Background America." Kroll in turn provides the results to the entity that input the information.
New Orleans, LA	Sister Mary Ellen Wheelahan, O.Carm. Safe Environment Coordinator <a href="mailto:srmwheelahan@archdiocese-no.org">srmwheelahan@archdiocese-no.org</a> 504-861-6278	For background evaluations, the diocese uses SSN verification, Sex Offender Registry, local Parish Courthouse, and a national criminal file search. Backgrounds are updated every three years. The diocese used Lexis Nexis in the past and will begin with a new company this year – FSE, Risk Management, Inc.
New Ulm, MN	Sr. Candace Fier Diocesan Safe Environment Coordinator <a href="mailto:cfier@dnv.org">cfier@dnv.org</a>	Backgrounds for all clergy, employees and volunteers are conducted online through a company named HireRight. Credentials concerning this company were reviewed and are available on the company's website
New York, NY	Ed Mechmann Director of Safe Environment <a href="mailto:edward.mechmann@archny.org">edward.mechmann@archny.org</a>	The Archdiocese uses LexisNexis National Criminal File to conduct background checks for all. This program provides a database search of more than 200 million criminal records representing more than 62 million individuals. Records are gathered from across all 50 states, from multiple criminal record repositories. Database Repositories include: Department of Corrections (Inmates and Release files, Probation and Parole), Administrative Office of Courts, Individual County Courts, State specific Criminal Record Repositories, LexisNexis Proprietary

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		Criminal Record Data, Sex Offender Registry Records (48 states plus WDC) (CA and MA may be available for approved permissible purposes.
Newark, NJ	Karen Clark Director Safe Environment <a href="mailto:clarkkar@rcan.org">clarkkar@rcan.org</a> 973-497-4254	<p>The Archdiocese requires all candidates, (US nationals and foreign-born alike), for priesthood or diaconate ordination to undergo a criminal background screening prior to acceptance in the seminary or formation program. Intercoastal Research and Investigations, a regional provider of these services, conducts the screenings. The authorization forms for this screening must be completed, and positive results received, in order for the Archdiocesan Vocations Board or Diaconate Board to determine a candidate's eligibility to enter seminary or formation. All priest candidates and those ordained since 1997 have obtained their criminal background screenings using this method. Background screenings for priests or deacons ordained prior to that time are obtained through Nexis/Lexis ChoicePoint. The Archdiocese devised a simple and confidential process for conducting the criminal background checks for employees, educators and volunteers with a company named LexisNexis Screening Solutions (formerly known as "Choicepoint.") It is a leader in this field and has significant experience conducting confidential background screening for many organizations and businesses, including other dioceses. LexisNexis/Choicepoint screening is all done electronically, so fingerprints will not be required. The two reports generated are the SSN Verification and the National Criminal File Search. This program is supplemental to the background screening already in place for <u>all</u> school personnel, except volunteers, pursuant to New Jersey law. Employed <u>school</u> personnel will not have to undergo LexisNexis/Choicepoint screening, but will</p>

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		<p>continue to comply with the New Jersey requirement, which includes fingerprint screening through MorphoTrak. The background check process allows each party to have only that information for which they have a need to know. Each entity (parish or school) maintains their own logon with LexisNexis/Choicepoint. They have their volunteers and employees fill out a Disclosure/Authorization form that contains the 4 necessary pieces of data to do the background screening (Name/Address/Date of Birth/SSN). That information is entered into the website, and the paper is kept in their file, in a locked cabinet. The case status for completed reports will appear as either red or green. The word Completed* in red indicates that there is potentially negative criminal information found on the report. The word Completed in green (with no asterisk) means that there was no criminal history found within the jurisdictions searched. In cases of red Completed status, the parish or school is required to contact Jim Goodness, the Archdiocesan Director of Communications. Jim has access to the actual report. Based on the currency and severity of the charges, Jim makes a phone call and advises the pastor/principal whether we recommend the person should or should not be permitted to work with minors. The pastor/principal is not be able to review the actual report at any time. The person doing the background check is required to print a copy of the page returned to them from the search and keep it in the employee / volunteer file.</p>
Norwich, CT	Reverend Ted F. Tumicki Bishop's Delegate for Safe Environments <a href="mailto:ttumicki@sbcglobal.net">ttumicki@sbcglobal.net</a> (p) 860-822-8020 (o) 860-887-9294 ext. 251	All backgrounds for clergy, employees and educators are conducted by fingerprints through the Connecticut State Police to the FBI. Volunteer backgrounds are accomplished by name check with the Connecticut State Police.

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Oakland, CA	Marilyn Marchi, Coordinator Safe Environment Project <a href="mailto:mmarchi@oakdiocese.org">mmarchi@oakdiocese.org</a> 510-267-8315	Priests, Deacons and Candidates for Ordination are background screened through Megan's Law which is a database of all registered sex offenders residing in the state of CA and Livescanned and cleared through DOJ and FBI. Livescans are conducted at the Chancery or, <u>with a Diocesan Request Form</u> , may be done through the local Police Department or a certified Livescan vendor. Teachers and all other employees must be Livescanned and cleared through DOJ and FBI with the exception of those who hold a valid California teaching credential. Those who are not fingerprinted as a criterion for earning and maintaining a credential are cleared through DOJ and FBI. Reports are received regarding credential status of these educators. Educators, i.e. catechists, youth ministers, retreat chaperones, are Livescanned with clearance through DOJ. Every person – educators, employees, volunteers – is screened through Megan's Law (annually) and is current in training with recertification every three years. Data base maintained in SE office. Several school administrators have chosen to screen all parents through Megan's Law whether the individuals have indicated they would volunteer or not. They believe this ensures that if the list of volunteers changes during the year, the screening has already been completed. However, it is the policy of the diocese that all employees and volunteers be fingerprinted before being hired and or being selected to perform as a volunteer.
Ogdensburg, NY	Sister Ellen Donahue, S.A. Diocesan Safe Environment Coordinator <a href="mailto:edonahue@dioogdensburg.org">edonahue@dioogdensburg.org</a> 315-393-2920	Backgrounds for all clergy and employees are done through a private company named ADP. Clergy and employees receive a Social Security validation, national criminal sex offender check and a felony county criminal history report for any arrests in the county where they reside. Adult volunteers also have

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		background evaluations through ADP and get the same check minus the county criminal history report. The diocese uses the private company named ADP to conduct all of their background evaluations.
Oklahoma City, OK	Jennifer Goodrich Safe Environment Coordinator <a href="mailto:jgoodrich@catharchdioceseokc.org">jgoodrich@catharchdioceseokc.org</a> 405-709-2750 (c) 405-414-4256	Integrated Screening Partners, Austin, TX. A national criminal check and sex offender index check is conducted.
Omaha, NE	Rev. Joseph C. Taphorn Chancellor <a href="mailto:jctaphorn@archomaha.org">jctaphorn@archomaha.org</a> 402-558-3100 ext. 226	Zaeplex Corp., Tampa, FL performs the checks. They include a social security number verification, national criminal inquiry, sex offender index review and other checks where warranted.
Orange, CA	Diane Murray Safe Environment Coordinator <a href="mailto:dmurray@rcbo.org">dmurray@rcbo.org</a> 714-282-3077	Done through Certifix Corp. They provide live fingerprint scanning which the State and FBI then process.
Orlando, FL	Theresa Simon Sr. Director of Human Resources, Safe Environment Coordinator <a href="mailto:Tsimon@orlandodiocese.org">Tsimon@orlandodiocese.org</a> 407-246-4830	The Orlando Diocese has contracted with “PrideRock” for fingerprint checks of all categories of personnel who have contact with children/youth. PrideRock has 6 locations throughout the diocese where fingerprints can be obtained and then forwarded electronically to the FBI and the Florida Department of Law Enforcement. Results are transmitted directly to the diocesan Fingerprint Office where the results are entered into a central data base. The originating parish or diocesan entity and the Safe Environment Coordinator are also notified. Should there be a positive “hit” the result would only be communicated to Ms. Theresa Simon, the Safe Environment Coordinator, who would make the necessary parish contacts and personnel decisions. A central record is maintained in the

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		diocesan Safe Environment office. No diocesan or parish personnel are permitted access to children/youth until they have successfully completed both Safe Environment training and a Background Investigation.
Owensboro, KY	<p>Molly Thompson Safe Environment Coordinator <a href="mailto:Molly.Thompson@pastoral.org">Molly.Thompson@pastoral.org</a></p> <p>Patty Blair <a href="mailto:patty.blair@pastoral.org">patty.blair@pastoral.org</a></p>	Background evaluations for all adults who have unsupervised contact with minors in all categories are required at the beginning of their initial service and every five years thereafter. All backgrounds are done through the diocesan Safe Environment office. Residents of Kentucky have their names checked through the Kentucky Administrative Office of the Courts and the National Sex Offender Public Registry. If based at Ft. Campbell a check is then made through the base office. If an adult has resided outside the State of Kentucky within the last 5-7 years, a private contractor is employed to complete the evaluation. If a person resides within the states of Indiana, Tennessee or Illinois, a similar check is conducted within those state agencies.
Palm Beach, FL	<p>Ms. Kit Johansen Serving Children Coordinator <a href="mailto:kjohansen@diocesepb.org">kjohansen@diocesepb.org</a> 561-775-9593</p>	The DPB uses digital fingerprints to conduct their background investigations. The prints are sent to a company called First Advantage (the company was formerly known as Pride Rock), who transmits the prints to the State of Florida, which conducts a Volunteer and Employee Criminal History System check. The Florida check includes a state record check and FBI (NCIC) check. By using the intermediary, First Advantage, the DPB should not have to re-print everyone when it is time for the 5-year re-check. First Advantage should have the digital fingerprint on file and be able to just re-transmit it. If a person (usually a foreign priest) has not lived in the US for at least a year, the DPB requests a copy of the record check from his “home” country. Foreign priests, after living in the DPB for one



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		<p>year, must submit to a fingerprint check. The DPB usually has a 2-day turn around time on the submission—receipt of fingerprint results. The results are sent directly to the Background Screening Coordinator, who reviews them (along with the Serving Children Coordinator) to make sure there is no disqualifying arrest record. If there is a question regarding arrests, they (along with the Chancellor and Diocesan Rick Manager and if necessary, the Diocesan Attorney) make the decision if the person will be allowed to work in the DPB. If there is a minor arrest (the DPB has a list of offenses), they allow the parish priest to make the decision. Undocumented volunteers and volunteers under the age of 18, are always supervised, when with children/youth. The DPB does a fingerprint check on everyone (clergy, educators, employees, and volunteers) every five years. The DPB has 4 fingerprint sites and one mobile unit. The mobile unit is taken to a parish or upon request to a specific location (date and time varying depending on the needs of the parish/school) and facilitates a group of people, who are in need of background checks. Everyone, with access to children/youth in the DPB, is fingerprinted or re-fingerprinted every five years.</p>
Parma for Byzantines, OH	Deacon William Frederick	<p>This eparchy uses a name check done electronically through Lexus/Nexus for all categories other than Educators employed at their one school St. Mary in Cleveland, Ohio which is done by fingerprints submitted to the state of Ohio. Turnaround time through Lexus/Nexus is generally 2 to 3 days. All employees and volunteers are required to complete a questionnaire every 5 years for any updated information.</p>
Passaic for Byzantines, NJ	Father David J. Baratelli, Ed.S., M.Div. Coordinator Office for a Safe	<p>The eparchy uses Choice Point Lexis Nexis to do background investigations for all personnel. This screens department of</p>

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	Environment in Ministry <a href="mailto:fr.dave.ewr@juno.com">fr.dave.ewr@juno.com</a> 732-280-2682	corrections, probation and parole databases, court administration, county courts, a proprietary database, nationwide sexual offender databases, and state criminal repositories.
Paterson, NJ	Rev. Msgr. James T. Mahoney Vicar General and Moderator of the Curia <a href="mailto:jmahoney@patersondiocese.org">jmahoney@patersondiocese.org</a> 973-777-8818, ext. 205	The Diocese of Paterson uses two methods to do background screening. The first is by using the MorphoTrak system. This system fingerprints personnel and transmits the fingerprints to the New Jersey State Police and the FBI for screening. The second is Choice Point LexisNexis method in which LexisNexis does a name check This screens department of corrections, probation and parole databases, court administration, county courts, a proprietary database, nationwide sexual offender databases, and state criminal repositories. [This is further delineated in “Additional Actions”] Msgr. Mahoney noted that while either system is deemed acceptable by the Diocese every one of the Priests, Deacons, and Candidates for Ordination have been screened by the MorphoTrak method. Other personnel have been screened using either the MorphoTrak or the Choice Point Lexis/Nexis system.
Pensacola-Tallahassee, FL	Sr. Margaret Kuntz, ASCJ Diocesan Director of the Office of Catechetics <a href="mailto:kuntzm@ptdiocese.org">kuntzm@ptdiocese.org</a> 850-982-5539  Mr. Kevin Vickery Superintendent of Catholic Schools <a href="mailto:vickeryk@ptdiocese.org">vickeryk@ptdiocese.org</a> 850-377-7965	All adult category personnel, except educators as noted below, are background checked through a web based service, Mind Your Business, Inc. A background is initiated when an individual completes a form/waiver to enable a criminal, driving record, Social Security number, place of residence for the past 7 years, and a National Sex Offender Registry search. These backgrounds are updated every 5 years. The search is conducted by the assistant personnel director who maintains a data base for all diocesan entities. The diocese formerly used a similar service, Pinnacle, but switched during the audit period because they found Mind Your Business, Inc., more reliable. All educators, diocesan/parish employees, school employees and

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	<p>Ms. Lisa Kurnik Diocesan Director of Youth <a href="mailto:kurnikl@ptdiocese.org">kurnikl@ptdiocese.org</a> 850-529-0068</p> <p>Mrs. Dawn Gagnon Diocesan Director of Human Resources <a href="mailto:gagnond@ptdiocese.org">gagnond@ptdiocese.org</a> 850-293-0303</p>	volunteers are fingerprinted and background screened through Pinnacles Investigations, Inc.
Peoria, IL	<p>Jeanne Whalen Safe Environment Director <a href="mailto:jwhalen@cdop.org">jwhalen@cdop.org</a> 309-671-1550</p>	The screening for priests, deacons, and candidates for ordination entails fingerprinting for State of Illinois criminal checks which includes an FBI fingerprint check and Department of Children and Family Services C.A.N.T.S. [Child Abuse and Neglect Tracking System] background check. In addition candidates for ordination are screened with a fingerprint check in the state where he attends school and a sex offender check. The screening for diocesan employees, parish/school employees, and volunteers entails fingerprint check by the State of Illinois and Illinois Department of Children and Family Services C.A.N.T.S. background check. Based upon guidelines set by the State of Illinois, all Educators are subject to a background check through the FBI, as well as a Criminal Background check through the State of Illinois and the Department of Children and Family Services.
Philadelphia, PA	<p>Evelyn Brannan Tarpey Coordinator of Safe Environment Program <a href="mailto:etarpey@adphila.org">etarpey@adphila.org</a> 215-965-1747</p>	All adult personnel, including priests, deacons and candidates for ordination, are screened through the Pennsylvania State Police by name/date of birth/SSN check and through the Pennsylvania Department of Public Welfare Child Abuse History Clearance. Any candidate for ordination from out of state or any instate candidate who has lived out of state during

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		the last two years are fingerprinted for FBI clearance. In addition all school personnel hired since 2007 by state mandate are fingerprinted and processed through the FBI.
Philadelphia Ukrainians, PA	Fr. Andriy Rabi Sexual Abuse Prevention Office Coordinator <a href="mailto:ukrchildprotection@catholic.org">ukrchildprotection@catholic.org</a> 215-873-6162 215-627-0143	Background checks are conducted online through VolunteerSelectPlus website. Clergy and seminarians who come from outside of the United States are requested to submit a background check from their country of origin. Background checks for employees, educators and volunteers are conducted either by the law enforcement agency upon request of the individual and a copy is submitted to the office. Also, it is conducted by our office upon request of a pastor or individual.
Phoenix, AZ	Teresa M. Becker 602-354-2418	The Diocese of Phoenix uses Choice Point to conduct background evaluations to include a review of the Arizona sex offender data base, criminal records and drivers' license records. In addition, fingerprints are required for priests, educators and employees.
Phoenix, AZ Van Nuys Byzantines	Sr. Jean Marie Cihota OSBM <a href="mailto:srjeanmc@hotmail.com">srjeanmc@hotmail.com</a> 602-861-9778	Background checks are submitted to Choice Point/Lexis in three areas: Social Security Number, National Criminal File Plus and State Sexual Offender Search.
Pittsburgh, PA	Ronald W. Ragan, Director –Office for the Protection of Children and Young People <a href="mailto:rragan@diopitt.org">rragan@diopitt.org</a> 412-456-5633 (f) 412-456-3022  Rev. Kris Stubna Secretary for Education <a href="mailto:kstubna@diopitt.org">kstubna@diopitt.org</a>	All priests, permanent deacons, seminarians and candidates for the permanent diaconate are required to complete the following: 1. A centralized database application (eAppsDB) for tracking compliance with safe environment. 2. PA State Police Criminal Record Check 3. PA Department of Public Welfare Child Abuse History Clearance. All Educators, employees and volunteers are required to complete a centralized database application. When the application is submitted electronically on-line, a PA State Police

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	412-456-3100  Rev. Dennis Yurochko Rector, St. Paul Seminary <a href="mailto:dyurochko@diopitt.org">dyurochko@diopitt.org</a> 412-456-3097	Criminal Record Check is completed. In addition, all applicants residing in PA are required to complete a Dept of Public Welfare Child Abuse History screening. Any parish/central administration employees and volunteers active in the diocese but residing outside of Pennsylvania at the time of application are required to complete the FBI Fingerprint background check. Also, school employees must complete the FBI Criminal Fingerprint History if they were hired on or after April 1, 2007 or, if hired on or after January 1, 1986 while not having been a PA resident for the previous two years.
Pittsburgh for Byzantines, PA	Sister Elaine Kisinko OSBM Former Secretary to the Archbishop  Sister Barbara Jean Mihalchick OSBM Victim Assistance Coordinator 724-438-7149	The Archeparchy of Pittsburgh utilizes the Pennsylvania State Police for criminal record checks as well as the Pennsylvania Child Line and Abuse Registry of the Department of Public Welfare for child abuse history clearance.
Portland, ME	Thom Meschinelli Safe Environment Director <a href="mailto:Thom.meschinelli@portlanddicese.org">Thom.meschinelli@portlanddicese.org</a> 207-321-7809	The diocese uses a variety of checks to support its background evaluation program (of all adult groups) which include State DMV, Maine Criminal, Maine Dept. of Human Services, FBI, and National Sex Registry. In addition, all educators and school employees are fingerprinted.
Portland, OR	Cathy Shannon Director of Child Protection/Victim Assistance <a href="mailto:cshannon@archdpdx.org">cshannon@archdpdx.org</a> 503-233-8302	We contract with <b><i>City Investigations Corporate Security</i></b> (CICS) to run all our criminal background checks. The checks include local, county, states, and Federal Checks as well as Sex Offender Registries.
Providence, RI	Ms. Paula Loud Director of Outreach & Prevention <a href="mailto:ploud@dioceseofprovidence.org">ploud@dioceseofprovidence.org</a> 401-946-0728	Every priest and deacon has a periodic BCI (every three years) completed by submitting fingerprints to the office of the Attorney General of the State of Rhode Island. Candidates for ordination have a fingerprint background check as a part of their

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		initial screening for acceptance by our seminary program. All teachers and employees of Catholic Schools are required to have a Triple I national background check completed by the office of the Attorney General of the State of Rhode Island. These checks include local, state and national record checks. All diocesan and parish employees as well as volunteers working with minors are required to have a BCI from the Attorney General's Office on file.
Pueblo, CO	Theresa Farley <a href="mailto:tfarley@dioceseofpueblo.com">tfarley@dioceseofpueblo.com</a> 719-544-9861 ext. 171	The DOP lets the parishes and schools decide which company to use. Each parish or school must pay for the backgrounds done for their facility. They are allowed to use any one or more of the following companies: CBI, Automated Data Processing (ADP), Avert, and/or Intelious. The results of background arrest checks go directly to the school/parish. If there is an arrest on the record, the parish/school person receiving the report will contact the Diocesan HR person to discuss the arrest and decide if it is necessary to terminate the person. At the end of the school year (usually in May), the parish/school will send the diocesan HR person the numbers and copies of background checks.
Raleigh, NC	John Pendergrass Director of the Program for Child and Youth Protection <a href="mailto:safe@raldioc.org">safe@raldioc.org</a> 919-821-8157	Austin Computing provides the diocese with a criminal background screening that includes a search of the national child abuse registry and a national criminal record search. Employees also have social security numbers verified. These are submitted by parishes and schools to the database and any application that has a criminal record is reviewed by Gary Rosia, Director of Human Resources or John Pendergrass, Director of the Program for Child and Youth Protection. International screening is done through Intercoastal Research which is based in South Carolina.

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Rapid City, SD	Linda Severns Director of Religious Education/SEC <a href="mailto:lseverns@diorc.org">lseverns@diorc.org</a> 605-343-3541	Mind Your Business Company runs Criminal background checks, Social Security Number, address verification and County court house. For the Educators, South Dakota Dept, of Criminal Investigation requires fingerprinting and background check, For the remainder of the Diocesan and Parish employees and Volunteers, the Diocese utilizes Mind Your Business and Lexis-Nexis for backgrounds. Both provide State Felony/Misdemeanor checks, SSN verifications, address verifications and National Sex Offender Data Base Checks
Reno, NV	Brother Matthew Cunningham Chancellor <a href="mailto:matthewc@catholicreno.org">matthewc@catholicreno.org</a> 775-326-9429  Jane O'Connor Child Protection Coordinator <a href="mailto:Janeo@catholicreno.org">Janeo@catholicreno.org</a> 775-326-9445  Anna Hill Background Checks	The procedure for conducting background checks essentially remained unchanged from last year. The diocese utilizes third party company, Fingerprinting Express, which conducts fingerprint checks electronically. The coordinator at the diocese sends them to the Nevada Highway Patrol who, in turn, forwards them to the FBI for a flat fee.
Richmond, VA	Maryjane W. Fuller Safe Environment Coordinator <a href="mailto:mfuller@richmonddiocese.org">mfuller@richmonddiocese.org</a> 804-622-5203	Employees and clergy are processed by the diocesan Office of Human Resources. The initial screening for Clergy and school employees is conducted by submission of fingerprints to the FBI and Central Registry of (Virginia) Child Protective Services (CPS). The re-screening is conducted every five years by searching <i>ScreeningOne</i> and CPS. For parish and Pastoral Center staff, the screening and re-screening vendor is <i>ScreeningOne</i> (employee screen) and CPS. On May 1, 2009 the diocese changed screening vendors from Choicepoint to



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		ScreeningOne. Lastly, all parish and non-school volunteers who regularly work with, or regularly are involved with, minors are screened every 5 years through a search of <i>ScreeningOne</i> and CPS.
Rochester, NY	<p>Maribeth Mancini Director of Evangelization and Catechesis <a href="mailto:mancini@dor.org">mancini@dor.org</a> 585-328-3228 ext. 1242</p> <p>Ms. Mary Bauer Director of Human Resources <a href="mailto:mbauer@dor.org">mbauer@dor.org</a> 585-328-3228 ext.1227</p>	The Diocese inputs descriptive data to Rochester Business Alliance (RBA) and receives the ‘cleared’ results back. If there is check which results in a “hit”, the results go directly to the Diocesan Director of Human Resources, where it is reviewed by her office, the Chancellor, and the VAC for final disposition. “Hits” on educators are discussed with the principal and parish pastor. The RBA examines records in the counties of residence and employment of the past seven years for arrest and conviction, all levels of the NY State sex offender registry, and the FBI sex offender registry. Records are maintained at the Diocese. Confirmed through interviews Diocesan Director of Human Resources, Mary Bauer. All backgrounds have been completed for the priests.
Rockford, IL	<p>Michael M. Kagan Superintendent of Schools <a href="mailto:mkagan@rockforddiocese.org">mkagan@rockforddiocese.org</a></p>	The DOR uses a check of the Illinois State Police for their background checks of priests, deacons, educators, employees and volunteers. The checks are based on name and DOB. The checks are sent from the Diocese (clergy, diocesan employees), schools (educators, employees and volunteers) and parishes (employees and volunteers). The results of the backgrounds are emailed or faxed to the submitting entity (diocese, school or parish). Any “hits” on the records (of clergy, educators, employees, and volunteers) are sent to and reviewed by the school principal/parish priest, the Superintendent/Dir. of Religious Ed., and the Diocesan Attorney, who makes the final decision regarding employment/volunteer work. Copies of background results are maintained by the submitting entity.

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		Copies of “hits” are maintained by the submitting entity and the Diocesan Attorney. For priests, deacons, educators, employees and volunteers, the DOR also does a check of the federal and state sex offender databases.
Rockville Centre, NY	Eileen F. Puglisi, Director Office for the Protection of Children and Young People <a href="mailto:epuglisi@drvc.org">epuglisi@drvc.org</a> 516-678-5800 ext. 573	For backgrounds (on all listed groups), the Diocese uses a company, USIS, to check criminal history based on name, date of birth, SSAN, and National Sex Offender database. Per Eileen Puglisi, she reviews any negative background checks and confers with the appropriate parish priest or school principal.
Sacramento, CA	Mary Hastings Safe Environment Coordinator 2110 Broadway Sacramento, CA 95818 <a href="mailto:mhastings@diocese-sacramento.org">mhastings@diocese-sacramento.org</a> 916-733-0227	The Diocese uses Livescan, which offers the automated fingerprints. Every three years, the diocese does an Electronic background check on all clergy and educators; and does training of all (clergy, educators, employees and volunteers). However, everyone (clergy, educators, employees and volunteers) is fingerprinted only once, as the state of California/DOJ and FBI will send a report to the Safe Environment Coordinator if the person has been or is ever arrested. The Diocese pays for this service, which is called Subsequent Reporting Service. The diocese has a policy, titled “Background Check Guidelines”, which provides a detailed protocol for conducting such background checks to include a listing of disqualifying offenses. Teachers and administrators are also fingerprinted by the State of CA. Undocumented volunteers are processed through a company called Employee Screening Resources, Novato, CA (a business affiliate of Shield the Vulnerable).
Saginaw, MI	Janet Fulgenzi, OP, PhD Victim Assistance Coordinator and Safe Environment Coordinator <a href="mailto:jfulgenzi@dioceseofsaginaw.org">jfulgenzi@dioceseofsaginaw.org</a> 989-797-6682	Backgrounds are conducted through ICHAT, the Internet Criminal History Access tool operated by the Michigan State Police. For individuals who have lived outside of the diocese Credential Check, Inc., is utilized, which can also provides international criminal checks. Educators and some school

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		employees get FBI record checks.
Salina, KS	Fr. Barry Brinkman, Chancellor 103 North Ninth P.O. 980 Salina, KS 67402 <a href="mailto:chancellor@salinadiocese.org">chancellor@salinadiocese.org</a> 785-827-8746	Background checks include KBI (Kansas Bureau of Investigation) and ChoicePoint, a more nationwide check.
Salt Lake City, UT	Colleen E. Gudreau Director, Safe Environment <a href="mailto:SafeEnv@dioslc.org">SafeEnv@dioslc.org</a> 801-328-8641 ext. 344	Backgrounds are completed through Lexis-Nexis (formerly ChoicePoint). Additional local checks are conducted via public records at the county courthouse.
San Angelo, TX	Michael Wyse Chancellor <a href="mailto:mikedosa@aol.com">mikedosa@aol.com</a> 325-651-7500	All employees and volunteers must have a background check. No contact with children is permitted without this. The diocese uses a private company, Austin Computing Service (ACS) and Integrated Screening Partners to provide data base and background checking. Law enforcement records are checked for all locales where the individual has resided for the past five years. Driver's license, social security and sex offender records are also checked. Each parish, school, and diocesan entity initiates their own background check using a unique user ID with all results submitted directly to Mr. Wyse. The submission of the background check through ACS is entered into a data base, and with the incorporation of training accomplishment results, form the basis for Mr. Wyse's data base which is

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		password protected and maintained by him personally. Any hardcopy records are securely maintained by him at his diocesan office. Mr. Wyse is the sole recipient of derogatory information related to background checks. He then furnishes these results directly to the pastor or other appropriate diocesan official.
San Antonio, TX	Steve Martinez Director of OVASE <a href="mailto:smartinez@archsa.org">smartinez@archsa.org</a> 210-734-7786	Search Plus Investigations Services (SPIS) conducts background checks for the archdiocese. The search verifies home address, State drivers license record and address, sex offender registry and counties where applicant has lived in the past. Background checks are completed every three years.
San Bernardino, CA	Sister Cathy White SP Training  Paula Garcia Background Check	All background checks, including clerics, employees and volunteers having regular contact with children, are coordinated and maintained by the Human Resources Department (HR). Diocesan policy requires that each of these groups must be fingerprinted using Life Scan. The process involves searching criminal records of the California DOJ (including Subsequent Arrest Reports) and the FBI. The process is initiated at the parish, school or diocesan level by providing the necessary documents to each individual who is required on his or her own to arrange for the printing. Paula Garcia is the diocesan HR employee who receives the results of the inquiries and enters them in her data base. If derogatory information is identified as a result of the check on any individual, the pastor or school principal is immediately notified.
San Diego, CA	Rodrigo Valdivia Chancellor <a href="mailto:rvaldivia@diocese-sdiego.org">rvaldivia@diocese-sdiego.org</a> 858-490-8301	Diocese of San Diego uses LiveScan program which includes examination of DOJ databases using fingerprints. LiveScan is a system that checks fingerprints through the DOJ data base, as well as local data bases. The person's future activities are captured in an ongoing evaluation and reported to the original requesting source within the diocese. School personnel are

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		screened using LiveScan or State of California credentialing process scan. Others are screened using ChoicePoint.
San Francisco, CA	Deacon John Norris	<p><b><u>Clergy</u></b> All clergy in the SFAD to include priests, deacons and seminarians are fingerprinted using LIVE SCAN from the first day they arrive in the SFAD. CA DOJ and FBI records are checked to include Subsequent Arrest Reports (SARS) which the archdiocese signed up for in September 2003. The archdiocese is planning to re fingerprint those individuals printed prior to that date who are not included in the SAR program. Records for these groups are controlled by Annabelle Groh, Assistant to the Vicar of Clergy. Her detailed data base includes records of successful completion of each person's background and SE training requirements as well as a signed copy of the SFAD's code of conduct. Substantial additional background information such as training and other personal information is included in this data base.</p> <p><b><u>Educators</u></b> All educators and school employees are fingerprinted using Live Scan to include SARs. These records are maintained by John Norris and recorded in a separate data base which also tracks SE training results as well as acknowledgement of receipt of policies and procedures and the code of conduct.</p> <p><b><u>Employees and Volunteers</u></b> All other employees and volunteers are either fingerprinted or have their backgrounds completed using Choice Point (now ESR for year beginning September 2010) which searches several different sources including court records, a national criminal data base and social security records. Determining which employees and volunteers require Live Scan or Choice Point</p>

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		checks is dependent of intensity, duration and frequency of an individual's contact with children. In this regard the Archbishop's Charter Implementation Committee has established a list of job positions which designate the type of background required According to Deacon Norris, when there is any doubt," fingerprinting trumps all else". Deacon Norris maintain the data base which records successful completion of the required background and SE training as well as acknowledgment of receipt of SFAD policies and procedures to include the code of conduct. Deacon Norris provides this data to parishes and schools identifying those individuals who are fully compliant as well as those lacking who will not be afforded unsupervised access to children,
San Jose, CA	Deacon Bernie Nojadera Office for the Protection of Children and Vulnerable Adults <a href="mailto:nojadera@dsj.org">nojadera@dsj.org</a> 408-983-0113	Live Scan (Finger printing service utilized by the diocese) through Santa Clara County Sheriff's Department.
Santa Fe, NM	Annette M. Klimka, LMSW Victim Assistance and Safe Environment Coordinator <a href="mailto:aklimka@archdiosf.org">aklimka@archdiosf.org</a> 505-831-8144	Background evaluations are provided by an independent company "Hire Rite" for all groups, in addition, Teachers are fingerprinted and checked through NM criminal and sex offender registry.
Santa Rosa, CA	Julie Sparacio Director Child and Youth Protection <a href="mailto:Sparacio@sonic.net">Sparacio@sonic.net</a> 707-566-3308	Background checks are done through fingerprints that are sent to the department of justice. Priests, Deacons, Seminarians and Employees are done through the FBI and DOJ. Volunteers are DOJ only.

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Savannah, GA	Stephen B. Williams Director, Office for the Protection of Children and Young People <a href="mailto:sbwilliams@diosav.org">sbwilliams@diosav.org</a> 912-201-4073	Background checks: The diocese utilizes the services of Choice Point, Intercostals research and investigative services and FBI and GBI (Georgia bureau of investigation), as well as local law enforcement in rural areas.
Scranton, PA	Gail Fromm Compliance Officer <a href="mailto:gail-fromm@dioceseofscranton.org">gail-fromm@dioceseofscranton.org</a> 570-207-2214	Background evaluations are done by Lexus/Nexus, this is the new name of last year's company, Choice Point. All educators are subject to state required checks including fingerprinting.
Seattle, WA	Mary Santi Chancellor <a href="mailto:marys@seattlearch.org">marys@seattlearch.org</a> 206-264-2089  Shawna McMahon Safe Environment Program Coordinator <a href="mailto:shawnam@seattlearch.org">shawnam@seattlearch.org</a> 206-274-3189	The archdiocese uses CICS Employment Services to conduct the background checks. The check includes local court records, sex offender registry, national court records sweep and the Washington State Patrol check. Additional checks i.e. driving are optional. Employees and volunteers complete an application and an authorization form, and the school or parish submits the request on line to CICS. Results are sent to the safe environment office. They communicate the results back to the school or parish. All hard copies are maintained in a locked file cabinet in the safe environment office. The archdiocese has a data base that includes background check information. Background checks are renewed every three years.
Shreveport, LA	Deacon Michael Straub Director Human Resources and Safe Environment Program <a href="mailto:mstraub@dioshpt.org">mstraub@dioshpt.org</a> 318-219-7280	The diocese uses HIRERIGHT for the background investigation. After an authorization form and application is received by the office of safe environment the information is entered electronically to HIRERIGHT. Information containing a national criminal check and a sex registry check is sent within 3 to 4 days to the diocese. Additional checks i.e. driving record may also be requested. The safe environment office prints out a copy of the report, notifies the parish or school if the employee or volunteer is allowed to serve, and files all hard copies in a



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		locked file cabinet. The safe environment dept. maintains a data base for all background information, which only they can access. Deacon Straub stated all School employees are required under Louisiana law to submit to law enforcement for fingerprinting. The results of those checks are also controlled in the safe environment office.
Sioux City, IA	Dan Ryan Superintendent & Safe Environment Coordinator	Background Checks are conducted by Inquirehire, Davenport IA. The company reports, a social security check, a National Criminal check, an Iowa Court check and a Sexual Offender Registry check. Additional checks i.e.: driving history may be requested. Consent forms are completed by the employee or volunteer and faxed, mailed or delivered to Risk Management. The data is then entered into Inquirehire's web site for processing. Results are emailed back generally within the hour and then are evaluated by risk management. A printed copy of the results are attached to the consent form and filed in a locked file cabinet in the risk management department. The diocesan data base controlled by risk management contains the results of everyone's background checks, the signed Code of Ethics and the status of their Virtus training. Access to the data base is limited to the risk management department.
Sioux Falls, SD	Jerome Klein Chancellor <a href="mailto:jklein@sfcatholic.org">jklein@sfcatholic.org</a> 605-334-9861  Renee Leach Safe Environment Coordinator, <a href="mailto:rleach@sfcatholic.org">rleach@sfcatholic.org</a> 605-988-3722	The Diocese of Sioux Falls requires backgrounds to be rechecked every six years. They show only those conducted within the audit year under the heading "Number of backgrounds completed" In fact all categories have had current background checks under the six year rule. The Safe Environment Coordinator, Renee Leach is responsible for the background process. The diocese uses Zaeplex, a Florida company to conduct background checks. Schools, parishes etc. forward the authorization forms to the office of Safe Environment who then

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		forwards the request to the company electronically. Results are entered into a diocesan database and the inquiring entity is notified. When any negative information is received, Renee or someone on her staff calls the school or parish to discuss the results. The Safe Environment office maintains all hard copies in a locked file.
Spokane, WA	Dr. Duane Schafer Secretary of Catholic Schools <a href="mailto:dschafer@dioceseofspokane.org">dschafer@dioceseofspokane.org</a> 509-358 7330	All adults having regular contact with children undergo a Washington State Patrol Background Check. All school employees and educators have an FBI fingerprint check. All employees and volunteers who have lived outside the state of Washington during the previous three years also undergo a Choice Point check.
Springfield, IL	Pat Kornfeld Safe Environment Coordinator <a href="mailto:pkornfeld@dio.org">pkornfeld@dio.org</a> 217-698-8500	<p>Volunteers, Parish Employees, Priests, Deacons, Candidates for Ordination, Diocesan Employees – Completed every 5 years.</p> <ul style="list-style-type: none"> <li>▪ National Sex Offender Registry</li> <li>▪ Address Search</li> <li>▪ County Criminal history search</li> <li>▪ Department of Child &amp; Family Services Child Abuse and Neglect Tracking System.</li> </ul> <p>The county criminal history searches are conducted using the services of HireRight, a national search firm, Legal Research, Inc. a locally based firm and in Illinois where available the county criminal online circuit court search system of Judiciary Court Records.</p> <p>Educators and School Employees – Use various electronic fingerprint service providers to check the records of the Illinois State Police and Federal Bureau of Investigation. The following is a listing of the criminal history background process for all school employees (to include educators):</p> <ul style="list-style-type: none"> <li>▪ Illinois State Police Sex Offender Registry</li> </ul>

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		<ul style="list-style-type: none"> <li>▪ National Sex Offender Registry</li> <li>▪ Electronic Fingerprint Process conducted with the Illinois State Police and Federal Bureau of Investigation.</li> <li>▪ Department of Children &amp; Family Services Child Abuse and Neglect Tracking System (This process is repeated every 5 years)</li> </ul>
Springfield, MA	Patricia Finn McManamy LICSW <a href="mailto:p.mcmanamy@diospringfield.org">p.mcmanamy@diospringfield.org</a> 413-452-0624	The Diocese of Springfield conducts background checks through the Massachusetts State CORI (Criminal Offender Record Information) Board. Background checks are conducted on all adults, regardless of the degree of their contact with minors in their employment.
Springfield-Cape Girardeau, MO	Karen Pesek Safe Environment Coordinator <a href="mailto:kpesek@dioscg.org">kpesek@dioscg.org</a> 417-866-0841	Missouri Highway Patrol Criminal Check and Sex Offender Registry Check, reference checks for priests, deacons, employees, educators and volunteers. Candidates for Ordination require a psychological evaluation.
St. Augustine, FL	Fr. Mike Morgan  Judy Pinson VAC	The Diocese uses basically the same evaluation process for all categories except educators. Each individual first completes an initial form with basic personal information, including whether or not that person has ever been arrested /convicted. The form also obtains the consent of the person for the background check / screening process. Individuals are either fingerprinted on cards provided by the FL Dept. of Law Enforcement (FDLE), or the FBI, or they have the option of submitting their fingerprints electronically via Live Scan. Information on the individual from the initial form, and the fingerprint cards, is submitted to the FDLE directly by the Diocese. Persons who have resided in the State of Florida for at least 5 years are subjected to a state-wide screen by the FDLE. Persons who have not resided in Florida for at least 5 years are subjected to a nation-wide screen by the FDLE and the FBI. Persons who have resided in a foreign

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		country during the preceding 5 years are also screened in their country of residence through Inter-coastal Research & Investigations (via arrangement with Nat'l Conference of Diocesan Vocations Directors). Results of background checks are screened by the Office of Human Resources. Questionable cases are further reviewed with the Office of the Chancellor and the diocesan attorney. All persons are subject to re-screening every 5 years pursuant to the policy of the Ecclesiastical Province of Miami. <u>Educators</u> are screened in accordance with our diocesan policy and regulations of the FL Dept. of Education. They are all fingerprinted electronically and undergo Level 2 screening (nation-wide). Additionally, the State of Florida now provides continuous monitoring of educators (begins this month, Jul. 2010). The Diocese is participating in this new voluntary program.
St. Cloud, MN	<p>Reverend Marvin Enneking Vicar General Diocese of St. Cloud P.O. Box 1248 St. Cloud, MN 56302 <a href="mailto:mennekin@gw.stcdio.org">mennekin@gw.stcdio.org</a> 320-251-2340</p> <p>Linda Kaiser, Director Catholic Education Ministries <a href="mailto:lkaiser@gw.stcdio.org">lkaiser@gw.stcdio.org</a> 320-251-0111 ext. 386</p>	All clergy and paid employees in the diocese receive a name check background through the Minnesota Bureau of Criminal Apprehension. All school employees are required by state law to have a fingerprint background evaluation through the Minnesota Bureau of Criminal Apprehension to the FBI. All volunteers have a background evaluation through a private company named; "Mind Your Business, Inc." which is done online and results are received in about 3 days.
St. Louis, MO	Terry Edelmann Director of the Safe Environment Program of the Archdiocese of St. Louis	We utilize the Missouri family Care Safety Registry, a division of the Missouri Highway Patrol, for all adult background checks. The registry reports on:

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	<a href="mailto:TerryEdelmann@archstl.org">TerryEdelmann@archstl.org</a> 314-792-7212	State criminal history, Sex Offender Registry records and Child abuse and neglect records. In addition, anyone living outside of Missouri within the last five years, or residing in another state while working in Missouri, is fingerprinted for an FBI national background screening, unless they have only lived in a state(s) where an online check can be conducted. In order to make fingerprinting easily accessible all employees of the Safe Environment Program Office have been trained to finger print, as have numerous child safety coordinators around the Archdiocese. Fingerprinting is also conducted at many of the Protecting God's Children workshops. If for some reason an individual cannot be fingerprinted at the SEP Office or local parish he/she is mailed a fingerprint packet and directed to his/her local police department. The finger prints are then mailed back to our office for processing by the attending officer.
St. Louis – Our Lady of Lebanon	Reverend Peter Karam Director of the Eparchial Office for the Protection of Minors	All backgrounds for adults are done through Choicepoint.
St. Paul, MN	Andrew Eisenzimmer	All adults` backgrounds are checked through the McDowell Agency, a background check vendor. They check county and state criminal records based on country of residence and employment for the last seven years plus the national sex offender registry.
St. Petersburg, FL	André Glaudé Safe Environment Program Manager <a href="mailto:ag@dosp.org">ag@dosp.org</a> 727-344-1611 ext. 377	DOSP policy that without training and background checks no Parish/School Employee or any other category of personnel are allowed regular unsupervised contact with children and youth. He said it is not even allowed if an individual had training and background checked in a different diocese.

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St. Thomas, VI	Callista Julien Director Child Protection <a href="mailto:callistajulien@yahoo.com">callistajulien@yahoo.com</a> 340-774-3166 ext. 206	All adults in the DOSTVI safe environment program receive a background check. Locals (those who have lived on the islands for an 'undefined' substantial amount of time) are fingerprinted at the local police station, where a criminal check is conducted. Non-locals complete a form with all identifying data; provide it to the DCP, who forwards the information to a company called Hire-Right, who conducts appropriate criminal and sex offender registry checks in the mainland United States. These checks are name based. All adults must complete the background check before any unsupervised contact with children/youth of the diocese, according to the DCP.
Stamford Ukrainians, CT	Sister Natalya Stoczany SSMI  Andrij Szul, Esq	For all background checks of adults, the ESU utilized Choice Point, an internet name check company throughout the audit period. The following name checks are performed: verification of SSAN, state and local criminal records (misdemeanor and felony), federal criminal record check, DMV, and state and national sex offender registries.
Steubenville, OH	Msgr. Kurt H. Kemo, V.G.	All background checks for adults who have lived in Ohio during the last 5 years are based on live scan fingerprints, which are submitted to the Ohio Bureau of Criminal Investigation (BCI). Individuals who have not resided in Ohio for the last 5 years are required to submit to a full FBI fingerprint based criminal check. The DOS has its own live scan equipment for BCI checks. Others requiring an FBI check are sent to local authorities for fingerprinting and submission of the prints to the FBI. All checks include criminal data bases, Bureau of Motor Vehicles and sex offender registries.
Stockton, CA	Linda Dillen Coordinator of Safe Environment Program	For Clergy the standard procedure includes fingerprinting, Department of Justice inquiry, letter of good standing from religious community or diocese and response to the Diocese of

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	<a href="mailto:Ldillen@stocktondiocese.org">Ldillen@stocktondiocese.org</a> 209-466-0636	Stockton questionnaire. Additionally, for priests coming from another country the Vicar for Priests makes every effort to contact the police of that country for a current report of any illegal activities including sexual abuse. For Employees, Educators and Volunteers the standard procedure includes fingerprinting and Department of Justice inquiry as described in the <u>Code of Pastoral Conduct</u> .
Superior, WI	Kathy Drinkwine Safe Environment Coordinator <a href="mailto:kdrinkwine@catholicdos.org">kdrinkwine@catholicdos.org</a> 715-394-0216	The diocese has utilized Choice Point in the past for their backgrounds. Choice Point was recently purchased by Lexus-Nexus (LN) and the diocesan contract continues with them. LN utilizes a name/Social Security Number/DOB/POB to check their national data base for arrest records. Additionally, the diocese checks the Wisconsin State Department of Justice data base which will provide any hits from the Wisconsin State court system. According to the diocese's policy, backgrounds MUST be conducted every 5 years, but may be conducted more often at the discretion of a Pastor or other person in a management/supervisory position. Positive hits go to the Moderator of the Curia first. He then discusses it with Kathy Drinkwine and the Diocesan Atty. If the person is deemed unfit to work with children, the Pastor is advised and appropriate steps are taken to remove the individual from contact with children. All information concerning Backgrounds are maintained in locked safes. Once an individual has a favorable background completed, and has also completed SE training, the diocese provides a sealed ID card to the Parish which then provides it to the employee/educator/volunteer in person. If there are any restrictions on that person, it appears on the card, ie, if the person has had a DWI recently, their ID card would indicate that he or she has "driving restrictions" and will not be allowed to



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		drive children until the restrictions are removed. If someone from the diocese comes across someone they don't know who is with children unsupervised, they know to ask them to show them their ID card.
Syracuse, NY	Jackie Farrell Safe Environment Coordinator <a href="mailto:jschiano@syracusediocese.org">jschiano@syracusediocese.org</a> 315-470-1421	The Diocese contracts with ADP Screening and Selection Services. This vendor utilizes Crimelink and National Sex Offender Registry, a multi-jurisdictional criminal history database which contains over 350 million records. New York State jurisdictions searched by ADP include Traffic Courts, Superior and Circuit Courts, Administrative Office of the Court, Department of Correction, State Sex Offender Registries and Terrorist Watch List records. The cost, per search is \$5.05. The Diocese's policy requires that all employees and volunteers who have regular contact with children have backgrounds and SE training every 5 years.
Toledo, OH	Very Reverend Michael Billian, VE <a href="mailto:mbillian@toledodiocese.org">mbillian@toledodiocese.org</a> 419-244-6711 ext. 102	The diocese's backgrounds are conducted based upon the individual's level of interaction with children/youth. The first level of background consists of running fingerprints through the Ohio BCII. All <u>diocesan employees</u> are required to submit two sets of fingerprints; one goes to Ohio BCII and the other goes to the FBI. The diocese does not verify residences or conduct a credit check on anyone. Positive hits go to Frank DiLallo. Mr. DiLallo is the VAC (referred to as the Case Manager in the diocese. His position predates The Charter and he has other responsibilities within the diocese). Mr. DiLallo would review the information and make a determination if it would limit or remove the individual from their employment or volunteer work with children. He would then advise the person's pastor directly. All information concerning positive hits and background investigations is maintained in a locked file cabinet.

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Trenton, NJ	Margaret Dziminski Child Safety Coordinator <a href="mailto:mdzimi@dioceseoftrenton.org">mdzimi@dioceseoftrenton.org</a> 609-406-7400 ext. 5570	The Diocese of Trenton submits their background requests through the New Jersey State Police. Every four years, backgrounds are rechecked.
Tucson, AZ	Paul N. Duckro, Ph.D., Director, Office of Child, Adolescent and Adult Protection <a href="mailto:pauld@diocesetucson.org">pauld@diocesetucson.org</a> 520-838-2513	The tiers of background check are as follows: If the person is a teacher or another profession for which a fingerprint check against the FBI database is enabled by State legislation, the Diocese of Tucson accepts a Department of Public Safety card. Renewal is when the card expires. Otherwise, the individual's fingerprints are run through the State database and a check through an agency is run to get national coverage. The agencies used are one of three companies: ADP, TRAK1 (used to process checks without a need for a Social Security number), or Pinnacle Investigations (for cases where an inquiry needs to be done on site at the respected courthouse). Confusing or concerning returns are subject to a secondary check to collect additional or clearer data. The Director of Human Resources reviews every return. Renewal is done every five years and is done through the agency check as outlined above. If results of the agency check cause concerns, a fingerprint check is done.
Tulsa, OK	Deacon John M. Johnson Chancellor 918-307-4714	Background checks and sex offender checks are done through the Oklahoma State Bureau of Investigation (OSBI) or the Oklahoma State Department of Education (OSDE). Background checks through OSBI and OSDE include Sex offender and Violent Offender Searches. All Backgrounds are redone every 6 years. During this audit period, educators, new employees and volunteers who have been in the State of Oklahoma less than two years were required to be fingerprinted. In the event that fingerprints could not be obtained, the Diocese of Tulsa utilized the services of ChoicePoint. In addition, to the criminal history

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		check, the Diocese of Tulsa requires that all personnel read the sexual misconduct policy and answer five questions about their background. References are checked and all must read the Code of Ethical Standards and Conduct and sign a form certifying that they have read this code.
Tyler, TX	Rev. Gavin N. Vaverek, JCL SEP Coordinator <a href="mailto:frgavin@stmaryslgv.org">frgavin@stmaryslgv.org</a> 903-571-7069	Background checks are run thru law enforcement for all priests, deacons, and candidates who have lived in this country. This is done thru contracted service. For those from foreign countries priests are handled by the Chancellor's Office and cleared thru inquiry of those who have known them. Candidates for ordinations are handled through the Vocations Office. The Diocese contracts with an online service for completion of background checks on all employees, educators and volunteers. The service provider is ISP (Integrated Screening Process).
Venice, FL	Dr. Kathy Kleinlein <a href="mailto:Kleinlein@DioceseofVenice.org">Kleinlein@DioceseofVenice.org</a>	We employ the services of a vendor Pride-Rock Holdings Inc which requires FDLE and FBI screening. Pride-Rock is now named Advantage Biometric Group. The procedures are the same for all adult groups requiring training. The person getting the background check accesses ABG's website, pays for the check, and receives a receipt. They then take the receipt to one of eight commercial sites (stores-e.g.a UPS store). These sites have electronic fingerprint scanners. The fingerprints are captured and then transmitted to ABG who transmits them to the Florida Department of Law Enforcement (FDLE). FDLE does a check of FL criminal data bases and FBI/CJIS. The results are transmitted directly to the Human Resources Department in the Diocese. All of this takes 24-48 hours. Employees, clerics, and educators are reimbursed, volunteers shoulder their own costs.

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Victoria, TX	Melissa A. Perales Director-OCYP <a href="mailto:mperales@victoriadiocese.org">mperales@victoriadiocese.org</a> 361-573-0828 ext. 2249	The diocese uses the Texas Department of Public Safety to conduct checks of applicants who have resided continually in the State of Texas for the past five years. Utilizing its “eAPPSDB” software, the diocese utilizes three vendors to conduct its backgrounds. Texas Department of Public Safety (TXDPS) conducts name checks on all applicants who have resided in Texas for the past five years. For out of state checks, the diocese utilizes Integrated Screening Partners (ISP) in Austin, TX. The cost range is \$1 to \$7 with automated results within hours. Any hits are individually reviewed by the Bishop. In the event a more detailed search must be conducted because of name similarity, a third vendor known as SPIS, Inc. in San Antonio, TX is used. All background check results are maintained in the Office of Child & Youth Protection.
Washington, DC	<p>Harry Dudley, D. Min. Director, Office of Religious Education, <a href="mailto:hdudley@adw.org">hdudley@adw.org</a> 301-853-4368</p> <p>Kelly Branaman Associate Superintendent of Schools <a href="mailto:kbranaman@adw.org">kbranaman@adw.org</a> 301-853-4553</p> <p>Ken Gaughan Director of Counseling, Catholic Schools <a href="mailto:kgaughan@adw.org">kgaughan@adw.org</a> 301-853-5353</p> <p>Marcia Zvara, MSW, LCSW-C, Director</p>	<p>Each Archdiocesan priest, deacon, deacon candidate and seminarian is required to be in compliance with the Child Protection Policy of the Archdiocese. Each is fingerprinted and must successfully pass federal and state criminal background checks. Each must attend a session of Protecting God’s Children for Adults. Each must read the Child Protection Policy and agree to comply with the Policy by signing a Policy Acknowledgement form.</p> <p><u>Extern priests:</u> All priests from other dioceses and members of religious communities must present a letter from their bishop or their superior indicating that there is no history which would render the individual unsuitable to work with minors.</p> <p><u>Extern deacons:</u> An extern deacon seeking faculties and an assignment in the Archdiocese first requests the bishop of his diocese of incardination to testify in writing that he is a deacon in good standing; there is nothing in his background that would</p>

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	Office of Child Protection Services <a href="mailto:mzvara@adw.org">mzvara@adw.org</a> 301-853-5379	<p>preclude him from ministering in the Archdiocese; and he is in compliance with that diocese's child protection policies. After receiving this verification, a deacon will be considered for an assignment. Should an assignment be granted, the deacon is expected to become compliant with the Child Protection Policy of the Archdiocese as expediently as possible.</p> <p><u>Candidates for ordination:</u> In addition to criminal history record checks, the backgrounds of all seminarians are evaluated in accordance with the guidelines outlined in the Archdiocese of Washington Priestly Formation Program Guidelines. In addition to the criminal history record checks, the backgrounds of all deacon candidates are evaluated according to the selection procedures for deacon candidates. For Employees, Educators and Volunteers the individual creates an account on Virtus and the local Child Protection Compliance Coordinator enters the receipt of their application in that Virtus account. When that is done the individual can make an appointment to be fingerprinted at one of three locations in the Archdiocese. The fingerprints are transmitted to the Criminal Justice Information System of the Maryland Department of Public Safety and Correctional Services. And then on to the FBI. Background check result letters are sent to the Archdiocese and to the individual. The receipt of these letters is entered into the individual's Virtus account by Human Resources staff. Questionable responses are shared with the pastor and a decision made whether or not this individual should be allowed to be in contact with children.</p>
Washington, DC Military Services	John L. Schlageter, Esq.	Archdiocese does not conduct the background checks they insure that all appropriate persons have had background checks, through the Department of Defense and the Veterans administration.

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Wheeling-Charleston, WV	Deacon Doug Breiding Safe Environment Coordinator <a href="mailto:dbreiding@dwc.org">dbreiding@dwc.org</a> 304-233-0880 ext. 458	Each Parish, Catholic School and Agency has an account with USIS/Hireright to order background checks. <b><u>Sex Abuse Policy, Screening, Background, and Reference Checks.</u></b> An information questionnaire is completed and information from the questionnaire is entered online via the USIS website. Background check based upon name, social security number, contact information and inquiries are made of former employers and persons listed as references. The results of the background check are obtained by Deacon Breiding who determines eligibility. If applicable, suitability letters are requested from Superiors of religious communities, or Bishops of Diocesan priests from other Dioceses. For Employees, Educators and Volunteers, <b><u>Sex Abuse Policy, Screening, Background, and Reference Checks.</u></b> An information questionnaire is completed and information from the questionnaire is entered online via the USIS website by the parish or school. Completed forms are kept at the parish/school. Background check is based upon name, social security number, contact information, and inquiries are made of former employers and persons listed as references. The results of the background check are obtained by Deacon Breiding who determines eligibility and notifies the parish or school.
Wichita, KS	Bob Voboril Superintendent of Schools <a href="mailto:yoboril@catholicDioceseOfWichita.org">yoboril@catholicDioceseOfWichita.org</a> 316-269-3950	The diocese conducts background checks on all. Go to catholicdioceseofwichita.org, Ministries & Offices, Human Resources, National Sex Offender Public Registry. In May 2010, Therese Seiler, sent an email to VIRTUS coordinators, pastors and principals regarding background checks. A spreadsheet for documenting the background checks was included. New seminarians undergo background checks on the national site, and are subject to a full background check

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		which goes further.
Wilmington, DE	Sr. Suzanne Donovan Director of Human Resources and Safe Environment Coordinator <a href="mailto:sdonovan@cdow.org">sdonovan@cdow.org</a> 302-295-0674	Background checks are conducted by an investigating agency, Hayden and Associates who do criminal history (federal, state and county) checks, and DMV checks. The background checks are conducted every 5 years.
Winona, MN	Rev. James Steffes Vicar General Director of Safe Environment/Victim's Assistance <a href="mailto:jsteffes@DOW.org">jsteffes@DOW.org</a> 507-858-1240,	Criminal Background Checks All those who work with minors in the parish or school community must complete a background check. Background checks are required to be updated every five years. We offer online services for background checks through LexisNexis, Inc. Background checks can be completed for paid staff through the company's appropriate service divisions. For more information regarding system requirements, fees and processing click here to access the Background Screening Guide. This guide enables an individual parish or school to set up their account through the Diocese of Winona administrative system, offering special pricing. All institutions are billed for account set up and usage separately by LexisNexis, Inc. A LexisNexis Authorization Form is required for each background check. Once completed, the form is kept on file at the appropriate location in a secured, locked area.
Worcester, MA	Elizabeth Marcil Director, Office of Religious Education <a href="mailto:emarcil@worcesterdiocese.org">emarcil@worcesterdiocese.org</a> 508-929-4316  Frances J. Nugent, L.C.S.W. Director, Office for Healing and Prevention Victim Assistance Coordinator	No data provided.

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	<a href="mailto:fnugent@worcesterdiocese.org">fnugent@worcesterdiocese.org</a> 508-929-4363	
Yakima, WA	CARLOS A SEVILLA, SJ Bishop of Yakima <a href="mailto:csevilla@yakimadiocese.org">csevilla@yakimadiocese.org</a> 509-965-7117	The Diocese uses both the Washington State Patrol background check service and CICS Employment Services from Lincoln City, OR to conduct background checks for all priests, deacons, and candidates for ordination. In addition, during their first year of seminary education, all seminarians undergo FBI fingerprint background checks. The Diocese uses both the Washington State Patrol background check service and CICS Employment Services from Lincoln City, OR to conduct background checks on educators, employees and volunteers. All teachers must be fingerprinted per state law.
Youngstown, OH	Nancy Yuhasz  Fr. John Jerek  Dr. Alan Digianantonio  Barbara Walko	For backgrounds a WEBCHECK electronic fingerprint system is used. The report is sent to the appropriate parish or the diocese. The check is through the Ohio Bureau of Criminal Investigation. Educators are also checked through FBI records. If a problem is identified policy requires that the SEC, appropriate pastor, principal review and make a determination on approval. If warranted the Bishop would also participate, however, to date this has not been necessary.